
New Training Tools

Beacon in the Night

Your best training presentations rely heavily on visuals. But the overworked people in your graphics department threaten a strike if you come in with just *one* more project for them. You can help them out by looking into the Beacon II graphic workstation from Visual Business Systems.

The Beacon II uses a combination of vector and raster technology, which allows images to be created as objects stored. Objects can be enlarged, reduced, positioned anywhere on the screen, manipulated, and altered. Colors and light sources can be changed instantaneously. This combination of technologies also affords the user a flexible "paint" mode normally associated with larger and more expensive systems.

But there's more! Solid, model 3-D text and shapes can be extruded, condensed, expanded, enlarged, reduced, retouched, and repositioned. They can be rotated 360 degrees in any direction to provide the proper "camera" angle. A variety of pen or brush thicknesses in a palette of 256 colors is also available. Photos, flat art, drawings, and company or product logos can be "scanned in" to further enhance the finished image.

With a single high-resolution color monitor, digitizing tablet, a variety of user-friendly software packages, and a wide selection of typefaces, Beacon II is a complete computer graphics workstation based on the IBM PC/AT.

For price and additional information contact Ken Conlon at Visual Business Systems, 700 Lake St., Suite H, Ramsey, NJ 07446; 201/327-2526. **Circle No. 180 on Reader Service Card.**

CBT to the Rescue

Just yesterday someone knocked on your door, fell to their knees, and pleaded with you to teach them how to use Microrim's R:BASE System V and R:BASE for DOS. Your boss called you and wants you to train 30 people on Microsoft Word by the end of the month. To cap it all off, your daughter in college has to learn the Macintosh in order to write a history paper ("Nobody uses a typewriter anymore, Mom!").

Although you have never used any of these programs yourself, you are SuperTrainer, and you will find a way! So, you drum your fingers on the desk, anxiously awaiting the delivery of your *Training & Development Journal*. When it comes, you frantically flip toward the back, to "New Training Tools." Congratulations! You're in luck because Flip-Track Learning Systems has announced several new audio courses: "How to Use R:BASE," "How to Use Microsoft Word," and "How to Operate the Macintosh."

In three to four audiocassette lessons of about two to three hours each, the course lets the learner work interactively with the software programs. Sample files are included on a data disk that comes with each course except "How to Use Microsoft Word", and all procedures are summarized in quick-reference guides.

The R:BASE topics covered include all the fundamentals such as creating lists, sorting data, and performing calculations as well as database design, data entry and editing, generating reports, and creating menu-driven programs.

Microsoft Word enables learners to master essential procedures as well as special features such as spell checking, glossaries, outlining, foot-

noting, style sheets, and more.

Macintosh users now can go beyond the audio "Guided Tour" that comes with their computer and can learn basics such as opening and closing windows, dragging icons, and changing views. They will also learn about the desk accessories, alarm clock, calculator, note pad, and scrapbook features as well as be introduced to "cleaning the mouse."

The R:BASE course sells for \$149 complete and offers a 30-day, money-back guarantee. The Microsoft Word course costs \$99, and "How to Operate the Macintosh" sells for \$89. Order from FlipTrack Learning Systems, 999 Main St., Glen Ellyn, IL 60137; 800/222-FLIP (in Illinois, 312/790-1117).

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Me, First

Training managers how to motivate their employees is one thing, but how do you train them to motivate themselves? It may be easy

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enough to explain the importance of enthusiasm, courtesy, and productivity to others, but try saying that to yourself when you get up on the wrong side of the bed—for a month. The following four tools are designed to help you and the managers you train gain control over your personal performance.

Self-appraisal

Self-appraisal is vital for excellent job performance. The Bureau of Business Practice offers their "Supervisory Self-Appraisal" video to help supervisors develop the skills it takes for them to evaluate their own performance—with honesty and accuracy. The video gives them an entire "plan for success" by asking key questions to pinpoint strengths and weaknesses and tightening up problem areas.

The video is available in half-inch VHS, half-inch Beta, three-quarter inch U-Matic, and 16MM film. You can have it for a 15-day trial preview for \$49 plus postage and handling. During the trial period you can elect to rent the video at the rate of \$95 per month or purchase it outright for \$495. There is no charge for the trial if you rent or purchase the video. Order from Bureau of Business Practice, Prentice Hall, 24 Rope Ferry Road, Waterford, CT 06386; 800/243-0876.

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Stylish software

Didn't know that your individual style has an effect on the way you manage? It can, and to help realize the implications of style PS Publishing offers an IBM PC-compatible software package called "Personal Style Mindware." This program helps managers improve their effectiveness through the use of personal style principles. It includes an on-line assessment of personal style,

The ultimate resource to help you develop...design...and deliver effective training.

Now Available!

"This Kit will make it easy for HRD professionals to locate and present instruments for a wide variety of training and development needs. It is our hope that readers will appreciate having all the information about a specific technology in one place, rather than having to amass that information from many sources published over a time span of almost 20 years.

Our commitment is to continue to make it easier for you to obtain the information that you need in order to further your own growth and development as an HRD professional. If you are a little better at it because of our efforts, they have been worthwhile."

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descriptive scenarios, work and learning situation analysis, and manager-employee style comparisons. The program provides strategies for managing employees who have different styles, increasing employee effectiveness, and improving productivity.

The program is \$129.95. For more information contact **PS Publishing**, 1713 Serena Dr. East, Jacksonville, FL 32225; 904/641-9568.

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To Be . . .

Forgotten the dos and don'ts of human behavior? The "BE-Attitude" series of personal motivation programs is the perfect refresher course. These 10-minute programs stress the basic attitudes of awareness, enthusiasm, courtesy, integrity, dependability, productivity, self esteem, and responsibility. Using good humor and good sense, these flexible programs are highly effective and never dated.

Nine titles are available, and they may be previewed in filmstrip format at \$10 per title and purchased in filmstrip or on videocassette. Buy all nine titles at once and qualify for a 10-percent discount on the total price. For more information contact **Carlocke/Langden, Inc.**, 4122 Main St., Dallas, TX 75226; 214/826-9380. *Circle No. 184 on Reader Service Card.*

Soul searching

Feel like life is just a rollercoaster ride sometimes? Inner Conspiracy Music thinks so too, and they have introduced a unique product that combines music with a guided journal to inspire personal and career growth. "Rollercoaster Life" consists of an audiocassette with eight original songs on self-esteem, goal achievement, and control as well as a guided journal with quotes and questions expanding on the music's themes.

By combining the music and the journal "Rollercoaster Life" addresses specific issues to identify important values and beliefs. Awareness of these priorities is essential to setting goals, clarifying personal choices, and maintaining a low-stress life.

The "Rollercoaster Life" package is available for \$17.50. Cassettes may be purchased separately for \$10, and journals are \$8.50 each. Discounts are available to trainers who are interested in buying the product in bulk.

For more information and orders contact **Inner Conspiracy Music Co.**, P.O. Box 40940, Washington, DC 20016; 202/244-0512 or -0625.

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Headlining

You bought your laser printer to create professional text easily, cheaply, and quickly. For headlines and other display type, however, you still have to send out to the type shop, or else your reports, artwork, maps, and overhead transparencies won't have that professional look.

A good complement to your laser printer recently has been developed by Kroy Inc. The Kroy 360 system electronically prints digitally generated letters and symbols onto clear adhesive tape, ready to use on your presentation graphics.

The system uses Helvetica as its standard font, but you can choose up to 14 other typefaces. You can select letter sizes from 6 to 60 points, and with the touch of a function key create special font variations, such as drop shadow, italic, bold, outline, and even mirror writing.

In the past, Kroy has produced a host of mechanical lettering systems. The 360, however, uses a thermal

print element that fuses black film in the shape of the desired letter onto the tape as it silently passes through the machine. The letters, in fact, are a denser black than laser-jet print: that makes for sharper resolution when the Kroy headlines are photocopied or offset printed. Eighty to 150 feet of black ribbon and clear tape are contained in a drop-in cartridge. You can also get a wide range of tape (including opaque, metallic, and colored) and a variety of lettering colors.

You don't have to use the Kroy 360 only for presentations. The strip lettering can be used as a permanent label for file folders, computer disks, cassettes, and the like.

The printer weighs 10 pounds and is smaller than the average office typewriter. The keyboard can be detached from the printer and used as a laptop PC. It has its own 40-character LCD display, and a micro-processor with 32K memory.

The suggested retail price for the Kroy 360 lettering machine is \$2,495. Font cartridges range in price from \$149.95 to \$199.95. The various tape cartridges range from \$40 to \$75. For more information, contact **Kroy Inc.**, Scottsdale Airport, P.O. Box C-4300, Scottsdale, AZ 85261-4300; 602/948-2222.

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New Mag

Each year, over 1,500 business books are published in the U.S. That's a lot of reading for anyone who tries to work at least 40 hours week. How can you keep up?

The *Alhobe Business Observer* is subtitled *Books for Leaders: Ideas for Action*, and that's what this new magazine delivers. In its 16 pages, it presents reviews, excerpts, and highlights of business and management

books in a format that you can get through quickly.

The reviews are combinations of criticism and utility. Each is a page long and written by an expert in the book's field. For the reader who is in a hurry and wants just the basic thrust of the book, a part of the article is reserved for a brief description of the book's main ideas. There is even an excerpt from the book, and each review contains a list of titles for further reading.

The magazine covers books of topical interest to senior managers. Some of the 11 titles reviewed in the premier issue are:

- *Innovation: The Attacker's Advantage*, by Richard N. Foster;
- *Making Strategy Work: How Senior Managers Produce Results*, by Richard G. Hamermesh;
- *The Transformational Leader*, by Noel M. Tichy and Mary Anne Devanna.

The magazine also features an extensive interview with a noted business author. In the premier issue, Robert Boyden Lamb, author of *Running American Business: Top CEOs Rethink Their Major Deci-*

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sions, discusses the ills of American management in the 80s. On the last page readers will find lists of current business bestsellers and recently published books of interest.

The *Alhobe Business Observer* is published bimonthly. Subscriptions are \$74.95 for one year (six issues) and \$129 for two years (12 issues). Contact Publisher Roy A. Chernus at Alhobe Business Observer, 615 West 113th St., Suite 34, New York, NY 10025; 800/541-0900.

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Working Women

Between getting her child to the sitter's, presiding over the board meeting, and maintaining a fulfilling relationship with the man in her life, how does a woman keep a balance?

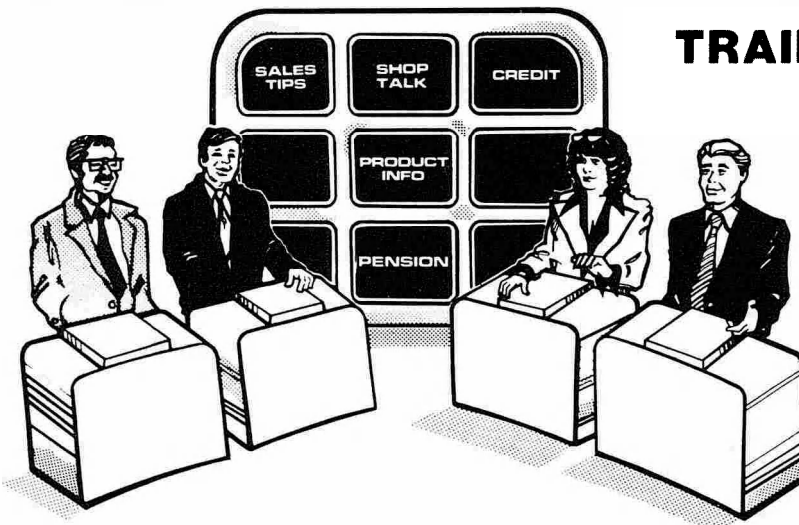
A half-hour video, *Women: Myth and Reality*, by producer Susan Kinney, addresses the personal, psychological, and family concerns of women adjusting to a changing world and its opportunities and limitations.

A psychiatrist, a psychologist, researchers, teachers, feminist writers, and other working women speak out about sex discrimination, the devaluation of women's work, wage inequities, social pressures, relationships with men and family, and more.

Order videos in half-inch format for \$125, or three-quarter-inch format for \$150 from Susan Kinney Productions, Inc., 899 Pearl St., #6, Denver, CO 80203; 303/830-6667. Circle No. 188 on Reader Service Card

"New Training Tools" is compiled and written by Patricia Fitzgerald. Send items of interest to: Tools, Training & Development Journal, 1630 Duke St., Box 1443, Alexandria, VA 22313.

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