

# New Training Tools

## **New Managers, New Roles**

In many organizations, restructuring has created both new managers and new roles for managers. Here are some books and other tools that speak to those changes.

### **Manager's bill of rights**

Reengineering organizations has also meant reengineering the role of managers. Here's a book that shows how to manage new approaches, new attitudes, and new technologies in the workplace.

*A Manager's Guide to the Millennium: Today's Strategies for Tomorrow's Success*, published by AMACOM, focuses on three elements of management effectiveness: the dream, the team, and the scheme.

The book canvasses current and future trends and tells how to differentiate between meaningful innovations and mere fads.

The authors, management experts Ken Matejka and Richard Dunsing, describe how to create and communicate a vision, how to build a highly successful dream team that really believes in its dream, and how to develop the O-Zone—the optimum organization zone.

The book also puts forth a "Manager's Bill of Rights" describing what managers are entitled to expect from higher-ups.

Rights include visible, competent, and accessible leadership; a worthy vision, consistent goals, and fair rewards; and full disclosure about the manager's job, the organization, and what it takes to succeed in the organization.

The 208-page hardcover costs \$21.95.

For more information, contact AMACOM, New York, New York. **Circle 260 on reader service card.**

### **Manager's manual**

Also from AMACOM, *The Successful New Manager* is a down-to-earth manual for new managers to help get them up-to-speed. The handbook features skills in these areas: time management, goal setting, leadership, team building, decision making, delegating authority, hiring and orienting new employees, motivating employees, conducting performance appraisals, fostering communication, and disciplining and terminating employees.

The book—from AMACOM's WorkSmart Series—is a do-it-yourself guide with self-tests, checklists, case studies, and action plans. The author, Joseph T. Straub, is a professor in management and business at Valencia Community College in Orlando, Florida.

The 118-page softcover costs \$10.95.

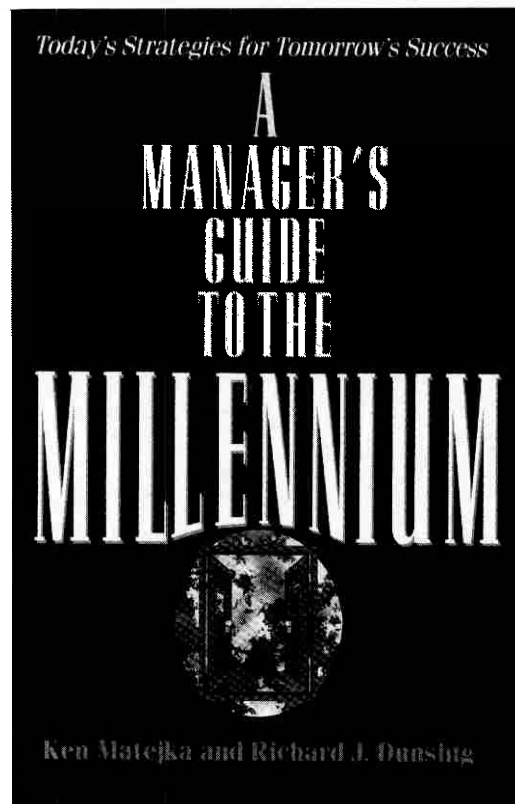
For more information, contact AMACOM, New York, New York. **Circle 261 on reader service card.**

### **No MBA, but....**

So, you didn't go to business school and now you wish that you had. No problem.

The Tom Peters Business School in a Box, from Alfred A. Knopf, helps people develop management expertise and test business strategies without the risk of real-world failure.

The simulation—designed and written by Eric Goldberg, Debbie Notkin, and Richard F. Dutcher—involves two to nine people who role-play key executives in two different business scenarios. Participants determine business strategies, make decisions, create a marketing plan, and reorganize the company. They also



*This month's selection of tools focuses on management and leadership development—plus a mission to Mars.*







## State of leadership

*Executive Education and Leadership: the State of the Practice*, by business professors Robert M. Fuller of the College of William and Mary and Albert A. Vicere of Pennsylvania State University, includes a review of the literature on management and leadership development. The monograph also offers summaries of interviews and survey data from 48 consultants, 52 university leaders at 35 business schools worldwide, and 78 executives at 47 corporations.

The report identifies key trends in leadership development, including a shift toward customized, shorter, and more focused programs; the need for large-scale transformation initiatives; and an increased interest in action-learning techniques that deliver measurable results.

For more information, contact Pennsylvania State University, University Park, Pennsylvania.

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## ASTD Tools

Here are two new guidebooks from ASTD.

*In Action: Conducting Needs Assessment*, edited by Jack J. Phillips and Elwood F. Holton, presents 17 case studies from real-world training in various industries, including transportation, education, communication, insurance, and manufacturing. The book opens with an overview, "A Snapshot of Needs Assessment."

Another ASTD book, *Consulting 101*, offers tips on becoming and succeeding as a training consultant. Author Joel Gendelman tells how to set up an office, how to network, how to land the first client, how to develop proposals, how to create sales and marketing materials, and how to get repeat business.

For more information, contact the American Society for Training and Development, Alexandria, Virginia.

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**"New Training Tools"** is compiled and written by **Haidee Allerton**. Send items of interest to "Tools," Training & Development, 1640 King Street, Box 1443, Alexandria, VA 22313-2043.

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