

New Training Tools

Diversity Trio

Advancement Strategies offers three diversity tools: Diversity Bingo, the Diversity Deck, and the Managing Diversity Inventory.

Diversity Bingo consists of 50 5-by-7-inch Bingo cards, a 33-page trainer's guide, master copies of overheads, and handouts. Instead of numbers, as in regular Bingo, the squares on Diversity Bingo cards contain words about diversity issues. As players cover the squares, they address common perceptions and stereotypes related to diversity.

The Diversity Deck is made up of 52 3.5-by-5.5 plastic-coated cards and comes with a trainer's guide of activities. Each card depicts a real-life diversity situation intended to prompt discussion among participants.

The Managing Diversity Inventory addresses basic steps in dealing with diversity in your organization: taking a diversity inventory, managing diversity, analyzing the results, developing an action plan, and developing a personal plan. The MDI also contains a bibliography of additional resources.

The Super Trainer's Package containing all three diversity tools costs \$150. Separately, Diversity Bingo costs \$99.95, the Diversity Deck costs \$49.95, and the Managing Diversity Inventory costs \$35.

For more information, contact Advancement Strategies, Bloomington, Indiana.

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The Tools Bookshelf

These three books can show you how to use some high-tech tools to manage the routine details of life, create flying frogs and other images, and present information graphically.



PDA Playhouse

You probably think that PDA stands for "public display of affection." Not in the information age. PDAs are "personal digital assistants." They're just around the corner.

You can get a jump-start on this new technology by reading *PDA Playhouse: The Interactive Book of Personal Digital Assistants*, published by Waite Group Press.

Using the interactive disks included with the book, you can test-drive a typical PDA program with Macintosh and Windows simulations. PDAs are equal parts mini-computer, smart phone, administrative support, and interactive notepad. The technology aims to make personal-information management more portable and to simplify such tasks as taking notes, sending messages, and recording appointments.

And the personal digital assistants never ask for raises.

The 128-page softcover with one Macintosh disk and one PC Windows disk costs \$24.95.

For more information, contact

Bingo, PDAs, belly-dancing logos, Mr. CD-ROM, and a gem of a calculator are just some of this month's training tools.

How To Contact Training & Development Magazine

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Feature Articles We welcome manuscripts for possible publication in *Training & Development*. Contact Customer Service for authors' guidelines. Include a self-addressed, stamped envelope. Phone 703/683-8100. Send manuscripts to Editor Patricia Galagan.

Voice Mail We want to hear your opinions and observations about HRD and *Training & Development*. Send letters to Haidee Allerton; call the Voice Mail phone line, 703/683-9590; or fax a letter to her at 703/683-9203.

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Training 101 Submit brief articles on training basics to Catherine Petrini. Phone 703/683-8130.

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Books Send releases and review copies of books to Theresa Minton-Eversole. Phone 703/683-8134.

New Training Tools Send press releases to editor Haidee Allerton on software, tapes, manuals, electronic equipment, and anything else that helps trainers do their jobs better. Phone 703/683-7251.

Working Life Send press releases on trends and tips on work/lifestyle issues to Haidee Allerton. Phone 703/683-7251.

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& Performance

New Training Tools

Waite Group Press, Corte Madera, California.

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If You Build It, They Will Come

Flying frogs and dancing diamonds are just two of the multitude of images you can create using the *Animation How-To CD* book and disk, also from Waite Group Press. The CD-ROM contains more than 450MB of tools for designing PC-based animations—such as logos that belly dance, a disco populated by gyrating dice, and a volcano that spews malted milk balls.

If you know the basics of programming and graphics, you can create photorealistic images by reading instructions in the book and using the CD-ROM's animation support, preview feature, and scene control.

The 400-page softcover and CD-ROM together cost \$34.95. For more information, contact Waite Group Press, Corte Madera, California.

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Lotus Land

Techie alert! Now you can manage information among groups and present information graphically with *Developing Lotus Notes Applications*, published by John Wiley and Sons.

The book focuses on Version 3 of Lotus software to show how to develop and program custom applications, create help functions for end-users, communicate using the Notes-Mail feature, use multimedia tools, and develop and maintain data bases using templates. You also can create cross-platform applications with Windows, OS/2, UNIX, and Apple systems.

The 480-page softcover costs \$32.95. For more information, contact John Wiley and Sons, New York, New York.

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First of Its Kind

"Linear, Static Finite Element Analysis" is the first complete university course on CD-ROM, according to Online Training. The multimedia disc is designed to be used by universities as

Product Information

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If you'd like to telephone a manufacturer, turn to the reader service page for phone numbers. But please be sure to say that you read about the product in *Training & Development!*

a backup for live lectures and by industries for in-plant training.

The engineering course consists of 30 one-hour lectures on five CD-ROMs. The program was originally developed as a three-credit master's course at the University of Michigan. The CD-ROMs contain 917 color graphics, 61 sample problems, and three case studies. Viewers can go at their own pace and replay any portion. A search feature enables viewers to locate pivotal people, theorems, and technical topics.

The implication for training is that CD-ROM technology increasingly will provide access to a large volume of multimedia training on CD-ROM discs.

The five CD-ROMs can be used on IBM-compatible and Macintosh PCs. The cost is \$1,200. A workbook and demo disc with overview are available for \$30.

For more information, contact Online Training, Palo Alto, California.

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May We Suggest Ms. Multimedia?

By now, you probably have a craving for multimedia—any multimedia—but you don't know where to find it.

IBM's *Multimedia Today* contains product listings, information on specific multimedia applications, advice from multimedia developers, and opinions of industry leaders about multimedia.

The thick, slick sourcebook costs \$7.95. IBM also publishes *Mr. CD-*

Lite Tools

Just for fun.... The t-shirted salespeople at Archie McPhee Outfitters of Popular Culture hint broadly that Zsa Zsa and Liberace may have owned bejeweled calculators. But who knows for sure.

We do know that anyone can own an Archie McPhee jewel-encrusted calculator for \$19.99. The sparkling keys are really *faux* (French for fake) emeralds, rubies, garnets, and so forth. The calculators measure 3.5 inches by 5 inches, come boxed, and actually work.

Go figure.

For more information, contact Archie McPhee, Seattle, Washington.
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ROM, with the "world's largest selection" of CD-ROM titles.

For more information, contact IBM Ultimea, Atlanta, Georgia.

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Tell-All Booklet

Here's a handy booklet that has a self-explanatory title: *What Every Employee Ought To Know About Performance Appraisal*, from CCH Incorporated.

The reference tool tells why performance appraisals are important, how appraisals are administered, what employers look for in job performance, how job performance is rated, what happens in performance-appraisal discussions, and how to correct poor performance.

The 48-page booklet costs \$5. For more information, contact CCH Incorporated, Riverwoods, Illinois.

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Team Guide

Here's a workbook designed to help overcome the barriers to employee empowerment, involvement, and high performance: *Skill-Building for Self-Directed Team Members*, published by MW Corporation.

The workbook contains informa-

tion, exercises, checklists, and assessments related to team building. It tells why teamwork is more important than ever, describes the necessary skills, traces the typical stages of team development, and explores the required changes to organizational systems and culture.

The 211-page softcover guide costs \$29.95. For more information,

contact MW Corporation, Mohegan Lake, New York.

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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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