

# New Training Tools

## **Battery-Powered Pointer**

"Perfect Pointer" has built-in switch; automatically turns on when picked up and off when put down, to eliminate unintentional illumination. Optical lens, compact all-metal construction. \$13.90, delivered. Perfect Pointer, 820 S. 5th Ave., Maywood, IL 60153

## **Computer Effectiveness Text**

*The Effective Computer - A Management By Objectives Approach* by Kit Grindley and John Humble. Price \$10.95. American Management Assn., 135 W. 50th St., New York, NY 10020

## **World Bank Publication**

*The World Bank Since Bretton Woods* by Edward S. Mason and Robert E. Asher. Price \$14. 915 pp. The Brookings Institution, 1775 Massachusetts Ave. N.W., Washington, DC 20036

## **Calculator Publication**

*Calculations* is a quarterly publication issued by Tektronix, Inc. Issues will deal with the relationship between calculators and software, with each issue based on a particular application area. Free subscription available by writing Jim Buchanan, *Calculations* Magazine, P.O. Box 500, Beaverton, OR 97005

## **Management Inventories**

*Management Inventory On Leadership and Motivation* and *Management Inventory On Time and Delegation* by Don Kirkpatrick and Dale McConkey. Complimentary copies available from: COMCOR, 635 Langdon St., Madison, WI 53703

## **Videotape Manual**

"Everything You Want To Know About Videotape." Volume one / 20 pp. / free. MPCS Communications Industries, Inc., MPCS Bldg., 424 W. 49th St., New York, NY 10019

## **Metric Conversion Study**

"Preparing Now To Go Metric" is designed to help cushion the impact of metric conversion. Price \$8. Dept. 111, Research Institute of America, Mount Kisco, NY 10549

## **Supervisory Text**

*Changing Supervisor Behavior* by Arnold P. Goldstein and Melvin Sorcher. 104 pp. Price \$4. Permagon Publishing Co., Fairview Park, Elmsford, NY 10523

## **Food Service Text**

*Managing Restaurant Personnel: A Handbook for Food Service Operators* by Richard J. Staron. 192 pp. / \$7.95. Lebharr-Friedman, Inc., 2 Park Ave., New York, NY 10016

## **Training Course**

"Criterion-Referenced Instruction: Analysis, Design and Implementation" is designed to bring together the methods of making instruction effective and efficient. Covers performance, task analysis, goal setting, objectives, criterion tests, performance management, etc. Mager Associates, Inc., 13245 Rhoda Drive, Los Altos Hills, CA 94022

## **Metric Model Kit**

FAC metric model building kit enables students to quickly grasp the basic principles of construction and mechanical motion using metric principles. Prices range from \$169 to \$707 per kit. Stock Model Parts, Div. of Designatronics, Inc., 54 S. Denton Ave., New Hyde Park, NY 11040

## **Metric Text**

*Metrics For the Millions* by Rufus P. Turner. 96 pp. Price \$3.50. Howard W. Sams & Co., Inc., 4300 W. 62nd St., P.O. Box 558, Indianapolis, IN 46206

## **OSHA Program**

"Introduction to OSHA" is a 20 min. course containing 35mm slides, cassette narration, administration guide and student/employee response books. Research Media, Inc., 4 Midland Ave., Hicksville, NY 11801

## **Management Newsletter**

"Management Planning and Research Briefs From the Social Sciences" is a monthly newsletter offering selected research data interpreted for corporate policy decision and formation. Management & Society, Montgomery Bldg., 4720 Montgomery Lane, Washington, DC 20014

## **Metric Handbooks**

*Basic Training Guide to the New Metrics and SI Units* and *Reference Handbook for the Proper Usage of Metric-SI in Science and Engineering* by Robert C. Sellers. Contact, Robert C. Sellers & Associates, management consultants, Box 99, Floral Park, NY 11022

### The Computer Educator

Monthly newspaper for computer trainers, 20 departments including CAI/CMI. Publication beginning October 1974. \$6 annual subscription. Computer Educator, Box 460, Chicago Heights, IL 60411

### OD Publications

Free brochure describes nine paperback books on OD in theory and practice. Hardcover books also included. Request Organization Development brochure from Addison-Wesley Publishing Co., Reading, MA 01867

### Sales Training Film

"Communications - The Essential Ingredient in Pharmaceutical Selling" shows a series of vignettes in which a real salesperson attempts to communicate with a practicing physician. Frank Cursley, Quest Marketing Communications, 630 Ninth Ave., New York, NY 10036

### Portable Theatre

Spectra 220 is a self-contained portable rear projection unit offering a full 400 square inches of screen viewing area with the added safety features of break resistant screen and mirrors. Spectrocon, 1411 E. Borchard Ave., Santa Ana, CA 92705

### Communications Cassette Program

"Telephone and Letter Writing Techniques" includes a combination cassette-textbook program on telephone techniques and business letters. Reference manual and programmed worksheets also included. Modern Communication Assoc., BX 30085, Dallas, TX 75230

### Management Catalog

Complete listing of films and cassettes, featuring all of Joe Batten's films, cassettes and books. Free. Creative Media, 820 Keo, Des Moines, IA 50309

### TA Program

"Transactional Analysis On the Job" is a one-day participant involvement program including five training units, seventeen 16mm on-the-job situations, one leader's manual and 24 participant workbooks. For complete information, contact: Consulting Assoc., Inc., Suite 605, 17117 W. Nine Mile Rd., Southfield, MI 48075

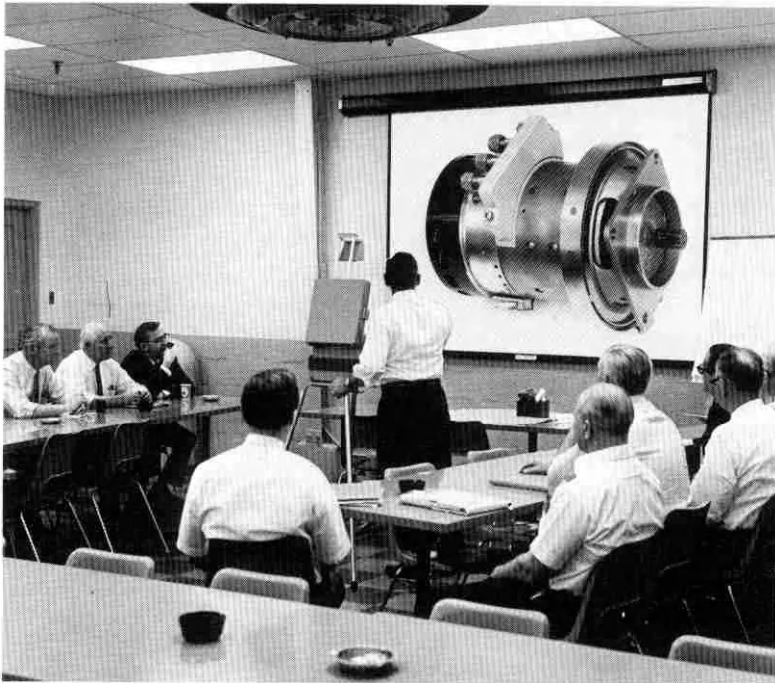
### Metric Conversion Program

"Industrial Conversion to the Metric System" is an audio-visual/workbook program designed to cover the aspects of metric conversion in industrial settings. Available in any of the popular A-V formats. United Systems, 246 W. 34th St., Indianapolis, IN 46208

### Business Education Catalog

*Business Education Textbooks* (39 pp.) Pittman Publishing Corp., 6 East 43 Street, New York, NY 10017

# Training Tool Puts Safety First!



Bendix Electric Power Division, Eatonton, N.J. uses a Da-Lite Jr. Electrol automatic screen in their training room. They know that Da-Lite professional slide and movie screens add an extra dimension of expertise to safety and operating training programs.

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Da-Lite projection screens are available in a complete range of sizes and types from table top models, such as the "Handy" shown at left, portable tripod and wall screens to automatic electric models up to 20' square.

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