

Selected NTL Programs in OD Skills and Management Development

Transition and Transformation
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Management Work Conference
April 21-27—Atlanta, GA

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April 22-27—Northern VA

*Managing the Multicultural
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April 22-27—Annapolis, MD
*(Our Newest Diversity Program)

Management Work Conference
May 19-25—Safety Harbor, FL

Leadership Excellence
May 19-25—Safety Harbor, FL

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for Peak Performance
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Product Information

If you would like more information on any product listed in "Presentation Products," circle the corresponding number on the Reader Service Card at the back of the magazine and drop it in the mail. The manufacturer will send the information you need directly to you.

If you would like to telephone the manufacturer, you will find phone numbers on the RSVP page. But please be sure to say that you read about the product in the *Journal*!

Hooked into a computer, it can control up to three projectors by itself, or up to 48 when linked with other Magician units. It can store up to 2,000 special effects at a time and go through them in sequence when the user presses the forward button on a standard remote cable. When the user holds the button for one-and-a-half seconds, the Magician automatically goes through all the effects stored in the computer memory, providing continuous operation for as long as the user wants.

For additional impact, the unit can synchronize its special effects with a time-code signal stored on one track of a two-track (stereo) tape, leaving the other track free for music or voice-over.

The Magician can be programmed onto any IBM PC using the Top Hat presentation software that comes with the unit. The software stores descriptions of effects and calculates slot numbers for the user's slides. The unit connects to the computer's serial port using a telephone base cord and adapter—it requires no special circuit boards or expansion slots. It can be used with Kodak Ektagraphic or Carousel projectors that use lamps of up to 400 watts.

Weighing two pounds and measuring 5¾ by 7¾ by 1½ inches, the Magician comes with software, the cord and adapter, a six-foot grounded power cord, a manual, and a booklet, *Ten Steps to Better Slide Shows*. The price is \$925. For more information, contact Klad Products, Fond du Lac, Wisconsin. *Circle 193 on reader service card.*

A Solution to Dissolution

You've got a three-projector slide-show and you want dissolves. Klad Products has introduced the Magician computerized dissolve unit, which eliminates darkness between slide changes and replaces it with fades, dissolves, animation, alternating flashes, or other special effects.



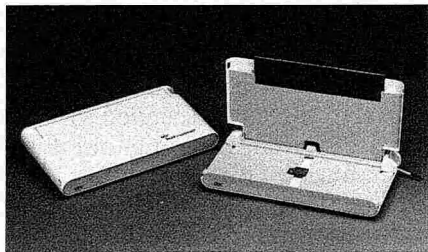
Binding Issue

Training manuals and written presentations may be your stock in trade, and if they are, you want them to look good. If you want to

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avoid the costs of binding materials you produce in-house, then perhaps this product is for you.

General Binding Corporation has introduced its No Problem desktop plastic binding system. It incorporates a snap-in cartridge system



that can handle up to 10 plastic-coil elements—all you have to do is pull a tab and your booklet is bound. No Problem will bind up to 30 pre-punched pages (provided when you purchase the system) into your choice of transparent or colored covers.

The No Problem system is 2 1/4 inches high, 8 3/4 deep, and 15 wide, and weighs 2 pounds. It costs \$99, and with it you get 10 plastic binding elements, 10 pre-punched linen report cover sets, and 250 pre-punched sheets of paper. Additional sets of supplies are \$99 each. For more information, contact General Binding Corporation, Northbrook, Illinois.

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Videos

Here is a broad selection of new training videos on the market.

Sales training

Inc. magazine has announced the release of "Real Selling," a five-tape library covering basic selling skills. Each video shows real salespeople on actual sales calls. The titles:

- "Preparing for Successful Sales Relationships";
- "Making Effective Sales Calls";

- "Dealing with Buying Objections";
- "The Closing Process: When and How";
- "Follow-up Service & Sales: Developing Long-Term Customers."

Each video is 30 minutes long and is designed to be used in a variety of training and sales-meeting situations. One video costs \$395, the complete set is \$1,475, and there are discounts in between. To rent one is \$150; to rent all five is \$600. For \$30, you can get a preview tape of all five videos. For more information, contact the distributor, Excellence in Training Corporation, Des Moines, Iowa.

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Appraising performance

The Alexander Hamilton Institute and the J.M. Glasc Company have teamed up to produce "Manager's Advantage: Mastering Performance Appraisals." It's designed to show managers that fair, effective, and productive appraisals are both a legal and practical requirement in today's workplace. The video offers a self-study program based on actual case studies, looks at the common problems that arise during appraisals, and offers solutions. It includes a booklet with more than 50 pages of checklists, action tips, and practice scenarios.

The price for "Manager's Advantage" is \$99. For more information, contact Alexander Hamilton Institute, Maywood, New Jersey.

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Lookin' good

You may want your managers to have that managerial look, your executives to have that executive demeanor. You may even train them in the finer points of professional image—after all, you can't have a superbly trained workforce that looks like something the cat dragged in.

American Media has released

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"Professional Presence," containing wardrobe and grooming tips for the up-and-coming; there's even a special section on business mannerisms. In the video, Susan Bixler, president of The Professional Image, explains professional presence, using good and bad examples. You get everything from the best colors for business, to looks to avoid, to proper foot positions and eyebrow expressions(!).

With the video is a summary fact sheet for men and women, and a paperback book. "Professional Presence" is 26 minutes long. It costs \$595, and you can get a five-day rental for \$130 and a three-day preview for \$40. For more information, contact American Media Inc., West Des Moines, Iowa.

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Friendly interventions

Sometimes your organization's employee assistance program can't identify drug-related problems in the workplace; often, co-worker friends help other co-workers. Performance Resource Press has released "I Have This Friend . . ." which describes the basic principles of peer intervention and self-referral to the EAP. Designed to increase awareness throughout the organization of the EAP's purpose, the video features three true-to-life peer-intervention dramatizations and shows how peers can identify problems before they become too costly.

"I Have This Friend . . ." is 29 minutes long and is available in both union and nonunion versions. You may preview the video for

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three days for \$40, which may be deducted from the \$449 purchase price. For more information, contact Performance Resource Press Inc., Troy, Michigan.

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Caught in a paradigm

Organizations fall into patterns, and while the patterns are necessary for the structure of a business, they often can have a limiting effect and be so deep-rooted that they become barriers to new opportunities.

Videolearning Systems has recently released the second edition of "Discovering the Future: The Business of Paradigms." Using numerous examples from the business world, Joel Barker describes the "paradigm" phenomenon and how it can adversely affect your business. The

second edition also includes a discussion of Barker's "Going Back to Ground Zero" rule, which demonstrates how industry stalwarts and newcomers to a field start as equals when paradigms shift.

"Discover the Future" is \$895; you may rent it for five days for \$250 or one day for \$150, or preview it for two days for \$50. A leader's guide is available for \$59.95. For more information, contact Videolearning Systems Inc. Haverford, Pennsylvania.

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"Presentation Products" is compiled and written by Eric R. Blume. Send items of interest to Presentation Products, Training & Development Journal, 1630 Duke Street, Box 1443, Alexandria, VA 22313.

NTL'S O D TRACK

A Professional Development Track for Persons Who are New to the Field of OD

This program track is offered as a 2-year package, with 6-7½ weeks of programs. Options are suited to each participant's needs. A special feature includes 3 days of mentoring and individual consulting to the participant by an NTL professional member.

Sequence of Programs:

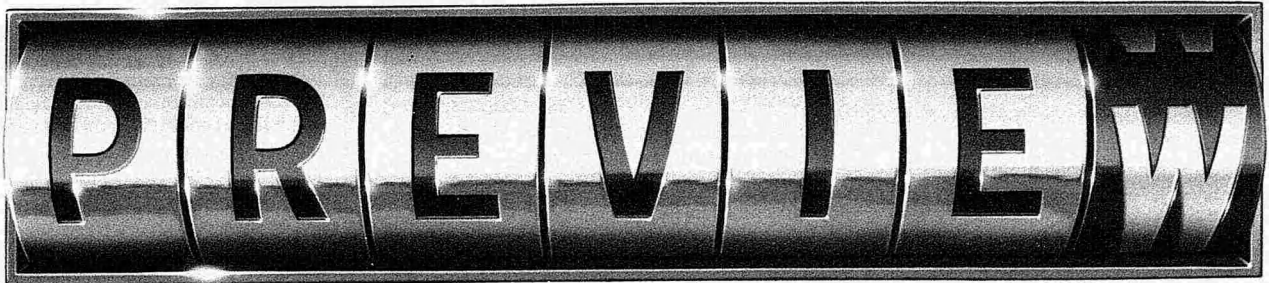
- 1 wk. Human Interaction Lab or Management Work Conference;
- 1 wk. What is OD? Basic Concepts and Technologies;
- 1-1½ wks. Consultation Skills;
- 1-2 wks. An NTL personal growth lab;
- 2-2½ wks. Two of the following (or others after consultation):
 - Organizational Diagnosis;
 - Intervention Skillshop for Trainers and Consultants;
 - Strategic Management and OD;
 - Team Building.

For details, call the Program Manager for the OD Track, 703/548-1500.

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