

New Training Tools

Learning a Living

Profit From Experience is a recipe for growth, learning, personal change, and self-mastery.

A basic problem that many people face, author Michael J. O'Brien says, is that they make the same mistakes over and over again and do not learn from experience. People do not know when change is required; they function on autopilot.

The most effective method of change, O'Brien says, is through small, daily practices of new thoughts and behaviors. So, he has formulated a 21-day plan that gets you in the habit with thoughtful exercises, quotes, and true-life stories. Keeping a journal is another key ingredient, he says.

The plan could be helpful to people contemplating a new direction, such as leading a team, influencing people who work for others, and scheduling more into a busy itinerary. The 21 exercises include

- ▶ How's Your Autopilot?
- ▶ Tiger Hunting
- ▶ Pick Someone's Brain
- ▶ Meditative Relaxation
- ▶ The Left-Hand Column.

The 191-page paperback costs \$14.95. For more information, contact Bard & Stephen, Austin, Texas.

Circle 254 on reader service card.

Internet 101 1/2

Here's a seminar-on-a-disk that will get you on-line quickly. *Internet Fundamentals* software cuts through the computer jargon and shows you how to maneuver through the Net by giving you hands-on practice.

This self-paced program includes these main topics:

- ▶ looking at the Internet
- ▶ exploring e-mail

- ▶ gophers and listservs
- ▶ using Telnet and Usenet
- ▶ using the World Wide Web.

Learn that a gopher is a type of Internet "card catalog" and that Veronica is a title search tool using keywords. Learn about discussion groups, newsreaders, Archie, file transfer protocol, mailing lists, FAQs, and "free Nets."

The real advantage of this training tool is being able to simulate a journey into the Net. You do not actually go on-line during the session. But the software guides you through realistic screens and exercises.

The explanations are concise and brief; the hands-on practice is plentiful. More than 100 million people will be connected to the Internet by 1998. Be there.

To use this software training program, you need an IBM-compatible computer, 11.5 MB of free hard-disk space, a color VGA monitor, a mouse, and Windows 3.1 or higher.

Internet Fundamentals costs \$200 for a single-user package. Site licenses are available. For more information, contact InfoSource, in Winter Park, Florida.

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Organizing Tool

TaskTimer for Windows combines a powerful daily scheduler with a project manager. It's part appointment book, phone-and-address reference, correspondence organizer, note taker, and even meeting reminder. Yes, you can tailor TaskTimer to remind you with a beep that you have a training session in 15 minutes, a .WAV file of your choice, or a screen message.

This software was designed to run on a network or linked work group. But it can also be used by individuals.



"Tis the season to sample technology—both high and low."

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New Training Tools

TaskTimer for Windows requires an IBM (or compatible) 386 or higher computer, Windows 3.1, DOS 3.1, 4MB of RAM, 8MB of hard disk space, and a VGA or better monitor. It will also run on Windows 95.

The single-user TaskTimer for Windows costs \$295. For more information, contact Time/Design, Agawan, Massachusetts.

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High-Tech Performer



Pioneer offers a new, compact laser-disc player for use in video-based classroom instruction, the CLD-V2800. It weighs 12 pounds and measures 15-by-12 inches.

This laser-disc player is compatible with most multimedia software and uses 12- and 8-inch laser discs, 5-inch standard and 3-inch single-audio CDs, and 5-inch compact-disc videos. It has a remote-control unit, auto-start and repeat modes, continuous playback, text-display functions, a headphone jack, and separate compact-disc and laser-disc trays.

The CLD-V2800 laser-disc player retails for \$895. For more information, contact Pioneer New Media Technologies, Long Beach, California.

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Directory Assistance



Want to find out what CD-ROM programs are available for training topics? The newest CD-ROM directory from TFPL Publishing can help. The directory, available in book and on CD-ROM, is published twice yearly to keep up with the burgeoning number of multimedia titles.

The directory lists more than 13,000 CD-ROM titles available commercially worldwide. Also, profiles of more than 8,000 companies involved in developing, publishing, and distributing CD-ROM products are provided. And don't miss the confer-

Lite Tools

Just for fun... Here's a product for you calculating computer users. Spending too much time searching for your calculator program in the middle of another computer application? This combination mouse pad and solar-powered calculator is one solution.

The calculator mouse pad comes in basic black and measures 9.5-by-8 inches. The calculator is actually part of the pad, but it lies flat in the pad and does not interfere with the mouse. It performs the four basic math functions, plus square roots and percentages.

The calculator mouse pad costs \$12.90. For more information, contact Flax Art and Design, San Francisco, California, at 800/547-7778.

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ences and exhibitions section.

The CD-ROM Directory Book costs \$145 in the US; \$150 in Canada. A two-edition disc subscription costs \$155. A single copy of the CD-ROM Directory costs \$102.

For more information, contact TFPL Publishing, Washington, D.C.

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Families Matter

The Women's Legal Defense Fund's Guide to the Family and Medical Leave Act explains the two-year old Family and Medical Leave Act (FMLA) in simple question-and-answer format.

The FMLA protects employees who need extra medical-leave time from losing their jobs. If you're caring for a newborn, newly adopted child, or ill family members, or if you're recovering from your own serious health problem, you may qualify for up to 12 weeks of unpaid leave yearly from your employer.

This guide has separate sections for using vacation or sick leave when you're on family leave, medical certification, protection of job and benefits, and other laws that protect workers. These are issues that everyone needs to know about.

The 30-page guide is available for \$8 from the Women's Legal Defense Fund, Washington, D.C.
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Digital Darkroom

This second edition *Image Lab* makes fun of your PC. That is, it makes your computer fun by converting it into a digital image-processing laboratory.

Just what is image processing? Author Tim Wegner says that it is using your computer to change graphics images, much like a photo-darkroom technician uses chemicals and light to modify photographic images. To the moderately computer-literate person, this means that you can create your own presentation graphics, backgrounds, 3-D "hidden image" stereograms, and animated images.

The CD-ROM included with the book includes popular freeware and shareware programs that help you generate and view your own graphics creations, including Fractint, POV-Ray,

PicLab, Dave's Targa Animator, and others. The book guides you through the CD-ROM program installation, as well as graphic-image viewing, editing, printing, and animating.

Cutting-edge equipment with a lot of hard-disk space and random-access memory are ideal for this operation. But the author says that a 4MB IBM PC-compatible 386 computer with a 120 MB hard drive and an early SVGA monitor will work, at least until you catch the imaging bug. You'll also need a CD-ROM drive.

The 531-page paperback with accompanying CD-ROM costs \$39.95 in the US; \$57.95 in Canada. For more information, contact Waite Group Press, Corte Madera, California.

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Free Catalog

This month's freebie is for all training and human resource professionals and business managers. *The Human Resource Software Library* lists soft-

ware programs that automate human resource functions and provide employee training.

The catalog is divided into two sections: human resource and computer-based training. The human resource section includes software for helping managers track personnel, write job descriptions, conduct performance reviews, and conduct employee-attitude surveys. The computer-based training section includes software for training employees in how to use new computer programs, conduct performance appraisals, improve writing skills, and develop team leadership.

For a free Human Resource Software Library catalog, contact HR Press at (800) 444-7139.

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

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