

EMPLOYEE RELATIONS NEEDS ASSESSMENT INVENTORY

★

Do You Have:

- ★ A comprehensive training plan
- ★ Identified problem areas
- ★ Capability to assess the training needs of your organization

Our Inventory Measures

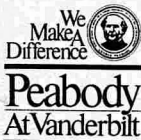
- ★ Performance
- ★ Employee/Supervisor Relations
- ★ Communications
- ★ Interpersonal Relations
- ★ Training & Development Needs
- ★ Career Planning
- ★ Organizational Pride

Call or write for a
cost/benefit determination.



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HUMAN RESOURCE DEVELOPMENT

Peabody at Vanderbilt offers a unique program in Human Resource Development to prepare corporate educators to design and administer sophisticated instructional programs at all levels within a corporation. Meet the challenges of this expanding field with us. The program is designed to accommodate working professionals as well as recent college graduates.

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New Training Tools

Effective Listening Videotape Series

An effective listening program, said to be different from others because it demonstrates how listening fits into the communication process, is offered by Boeing Computer Services in a series of seven videotapes with supporting manuals.

Entitled *The Complete Listener*, the series covers a set of communication issues that includes the problems of typical listeners, assumptions about the listening process, body language and subjective impressions, thought speed and the time differential between speaking and listening, empathy and rapport building and problem solving through effective listening.

The Complete Listener is intended for persons in sales, meetings, management and supervision, quality circles, performance reviews, project management and consultative services.

The videotapes are available in either 3/4-inch u-matic, 1/2-inch VHS or 1/2-inch Beta format. The program is licensed on a perpetual or weekly basis, with single copy prices at \$3,500 and \$950 respectively. For more information, contact: **Boeing Computer Services**, Software and Education Products Group, 7980 Gallows Court, Vienna, VA 22180.

A Robotics Educational Program

Curricula designed to provide fundamental to advanced studies in robotics for vocational, industrial arts and technical schools may be appropriate for training programs in private industry.

The *SCORBOT-ER III Robotics Educational Program* was developed by a team of robotic engineers, computer specialists, educational systems professionals and vocational educators. Central to the hardware package, the SCORBOT robotic arm emulates industrial robots in its physical design and the capabilities of the ELITE language. The open arm enables

observation of the mechanism.

In addition to the robotic arm, the program includes floppy disk software that is compatible with the Apple, IBM or the TRS-80 personal computer, a controller and a disk drive. Textbooks, hands-on activities and AV materials are combined in the program for learning reinforcement. The instructor's manual contains information needed to implement the curriculum. Module titles are: *The Fundamentals of Robotics; Description of the Programming, Operation and Maintenance of the SCORBOT Robot; Laboratory Experiments; Robot Design; Robotic Applications in Industry; Advanced Robotic Laboratory Experiments; and Intelligent Robots.*

A proposal/brochure is available upon request. For further information, contact: **PREP, Inc.**, 1007 Whitehead Road Extension, Trenton, NJ 08638.

Instructor Training for Industry

Technical personnel chosen to be instructors face challenges. General Physics Corporation has designed a training program meant to meet their special needs and provide the skills and knowledge necessary for designing and implementing effective training in an organizational setting.

Three parts of the program address classroom delivery skills, lesson design and program analysis and evaluation. Each of the first two parts of the program is followed by a self-study module that provides for on-the-job training in skills presented in the preceding workshop. The program design is modular so that an instructor can participate in selected parts or complete the parts in a different sequence.

The self-study modules are considered an important feature. General Physics believes that supervised practice on the job is essential to the acquisition of instructional skills; workshop attendance is not sufficient.



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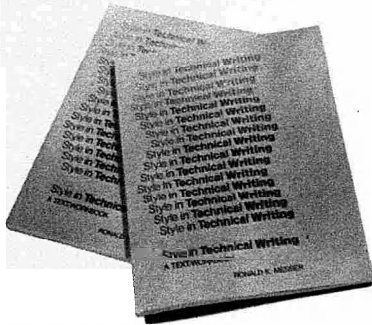
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Lively one/two day in-house writing workshops. How to Meet the Information Explosion. Intense writing workshops on location for any group who writes letters, memos, reports, manuals, proposals. Thinking - Organizing - Writing - Rewriting. I have fourteen years experience as a college instructor and writer; nine years experience training employees on location at: IBM, Philip Morris, Northrop, Aerojet Nuclear, EG&G, Charlotte Memorial Hospital, FMC, Argonne National Laboratories, Public Service of New Hampshire. Send for free 10 minute video taped introduction and descriptive brochure.

Ronald K. Messer, 219 E. 2nd S., Rexburg, Idaho 83440, 208-356-5881
My textbook, **STYLE IN TECHNICAL WRITING**, is published by Scott, Foresman, & Co.

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The self-study exercises offer a structure for this practice.

The three manuals that accompany the program are: Volume I, *Fundamentals of Classroom Instruction*, student manual and instructor guide; Volume II, *Principles of Instructional Design*, student manual and instructor guide; and Volume III, *Designing and Managing Instructional Programs*, self-study module I and self-study module II. The first two volumes are available off the shelf; the third volume is available to course participants.

Generic courses are offered at General Physics sites, with locations and dates available on request. Generic courses, and courses adapted to client needs are presented at client sites as required. For further information, write: **General Physics Corporation**, 10650 Hickory Ridge Road, Columbia, MD 21044.

Dual-Function Slide Projector

The Caramate 4120 slide projector accepts standard carousel slide trays and projects slides on a conventional wall screen or on the built-in rear screen. The nine-by-nine inch rear projection screen allows slide viewing by small groups of people even in fully lighted rooms. For larger groups, the Caramate converts to a wall screen projector when the user opens a small lens gate. The dual-lens Magna-Frame™ optics provides another feature. When the user flips a switch, the center portion of any slide can be enlarged 50 percent for close-up viewing. For more information, contact: **Telex Communications, Inc.**, 9600 Aldrich Avenue S., Minneapolis, MN 55420.

Technology Management Curricula

Training in what Advanced Systems, Inc. considers the six critical areas of business technologies and information processing systems is offered in their *Information Age Technology Management Curricula*™. These curricula include: the Technology Management Curriculum that informs executives that technology management includes human resources as well as hardware and software; the Information Center Curriculum; the Per-

sonal Computing Curriculum; the Emerging Technologies Curriculum; the Computing Literacy Curriculum; and the Systems Development Management Curriculum.

Information Age Technology Management Curricula are intended to teach management and professional staff how selectively to identify, implement and manage integration of the new technologies into a business for profitable growth and leadership in technology application. These multimedia training programs are meant to provide technological literacy in computing and in computer application skills and tools.

The curricula are designed to be generic and meet the computing training needs of any business. They are linked to one another, but none is prerequisite to another. For additional information, contact: **Advanced Systems, Inc.**, 2340 South Arlington Heights Road, Arlington, IL 60005.

Training for Computer-Assisted Manufacturing

Computer-assisted process control, in which various materials are combined continuously for a specifically designed manufacturing process, is the focus of a *Computer-Assisted Manufacturing (CAM)* training program, Model MP-910P, available from Megatech Technologies Division of Megatech Corporation.

The CAM trainer allows trainees to operate, control and adjust actual processes using the same type of equipment found in an actual work environment. The program package includes an Apple IIe computer, Apple Disk II drive with control card, preconfigured control program diskette, color monitor, scaled process plant and training manual. Optional components include single- and double-pen strip-chart recorders, instrument air supply, plant bench and operator's chair.

To operate the scaled process plant, the trainee is required to start up the process manually with the computer keyboard. The trainer contains a preconfigured computer program that requires no previous computer training. Once in operation, the trainee can switch the process into continuous automatic computer control. To stabilize plant operation, the trainee can override the computer control for

**Beyond Conflict:
Managing the Dynamics of
Differences**
August 13-18, 1984
Bethel, Maine

Goals and Objectives

Conflict and strife, cooperation and collaboration, transformation and transcendence—these are very dissimilar social processes. Yet each flows from and is sustained by the same well-spring: Difference. The paradox of difference is the focus of this workshop. It takes participants beyond conflict, which is only one possible outcome of difference, to an understanding of the potential each of us has to influence and manage the dynamics of differences creatively—in ways which lead to positive and constructive outcomes.

Methodology

The workshop includes a balance of cognitive and experiential learning opportunities, including simulations and role plays, guided imagery and non-verbal exercises, self-administered instruments, and theory presentations.

Staff Members

Daryl Funches, M.P.A.	Donald Klein, Ph.D.
Robert Marshak, Ph.D.	Edith Whitfield Seashore, M.A.

Tuition: \$680

For Further Information:
Judith Leibowitz at NTL Institute
703/527-1500

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at the
ASTD CONFERENCE
& EXPOSITION

hosted by Faculty Members:

Malcolm Knowles, Ph.D.
Barbara Mink, Ph.D.
Leo Johnson, Ed.D.
Don Bushnell, Ph.D.

ASTD Conferees are invited to learn about Fielding's Doctoral Programs in Human and Organization Development

5:30 to 7 p.m.
Tuesday, May 22, 1984
Room of Dr. Barbara Mink
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manual operation of the continuous process.

Model MP-910P is the first in a series of computerized process control trainers to be offered by Megatech Technologies. For further information, contact: **Megatech Corporation**, 29 Cook Street, Billerica, MA 01866.

**Computer as Presentation
Visual Aid**

Three software programs, collectively called *The Grafix Idea*, allow IBM-compatible personal computers to be used for visual aid presentations. With *The Grafix Idea*, the user can make drawings, titles, graphs and pictures and then compose, create and edit on-screen shows of the graphics thus made. The shows can contain not only graphics but also images of text screens. Screen images may be sent to a printer to produce hard copy for handouts or overhead transparencies.

A screen image created by any other program can be saved, retrieved and incorporated into a programmed speech or presentation. The on-screen sketchpad capability permits changing the color or adding labels, titles or drawings to these images.

The Grafix Idea may be used with the *Idea Processor*, a system for text editing, word processing and database management of text and graphics. Used together, the two systems make possible editing of text and graphics images within a single program.

The suggested retail price for *The Grafix Idea* is \$79.95. For additional information, contact: **Idea Ware, Inc.**, 225 Lafayette Street, New York, NY 10012.

Making Needed Changes

For A Change: Breaking Old Habits and Making New Ones, one of Spectrum Films, Inc.'s lifestyle series, presents a behavioral approach to lifestyle change. It features individuals who have made and maintained changes, such as giving up smoking, losing weight and adding exercise to their daily schedules. The film details a systematic method that could be applied to many habits, including learning to relax, avoiding caffeine or learning to be more assertive.

The people profiled did not rely on

luck or willpower to break lifelong habits. They changed by taking action. The intent of the film is to persuade the viewer that permanent change is possible, rewarding and positive and to move the viewer to action. An accompanying viewer's guide provides a reference for the viewer to keep.

For A Change: Breaking Old Habits and Making New Ones is available in 16mm or 3/4-inch videocassette. Other formats may be obtained by special order. The film may be purchased for \$485. A three-day preview costs \$35 (free to nonprofit organizations), and three-day rental costs \$65. For more information, contact: **Spectrum Films, Inc.**, P.O. Box 801, Carlsbad, CA 92008-9990.

**High-Tech Speaker's
Lectern**

Reducing clutter and increasing control of audio-visuals are two advantages claimed by Videotex Infocom for their Telegenic Lectern. Other claims for this combined sight and sound presentation center are that it enhances audience interest, improves cognition and increases retention.

The oak lectern contains an integrated color TV receiver/RGB monitor that faces the audience. This feature accepts either a standard television input or a computer-generated RGB signal, using an inexpensive computer built into the lectern as a character generator.

The character generator permits creation, editing and updating of videotext frames, charts and graphs, using the included software. In addition, the company offers a custom service for the preparation of specific training program software. For information, contact: **Videotex Infocom**, P.O. Box 131, Wanaque, NJ 07465.

