

■ New Learning Tools

by Sacha Cohen

PAPER TRAIL ENDS HERE

Facilicom, a paperless product line, offers facilitators, trainers, and presenters the opportunity to record, organize, and display information without using paper.

Not only do the paperless products save trees, but they also enhance the effectiveness of training sessions and improve the visual aspects. The products adapt well to any group size and are compact, portable, and reusable.

The Workshop Kit offers a choice of an 8-foot roll-up whiteboard; a 6-foot static-stick wallboard; or six panels. The kit also includes a set of hexagon posts for recording and organizing ideas that stick to the whiteboard or panels, as well as black lines for tables, blue lines for contrast, recording sheets with a folding easel, erase markers, a cleaning kit, and a user's guide.

All of the items fit into a tote bag, which can be ordered separately or with the kit.



The company also offers three other kits: The Meeting Starter Kit, The Panel & Post Kit, and The Flip Kit. Prices range from \$119.95 to \$535.95,

with some items sold separately.

For more information, contact Facilicom, Austin, Texas, 888/256-9385. **Circle 261 on reader service card.**

EVALUATE SMARTER, NOT HARDER

Neal Publications presents its eighth edition of *Effective Phrases for Performance Appraisals*, a guide to employee performance evaluations. This convenient book lists phrases, adjectives, and verbs that cover all areas of commonly rated factors. It can be modified easily for use by managers and supervisors as well as by employees for self-evaluations. The phrases are positive and reflect superior performance, but may be altered to reflect areas that need improvement. Phrases are listed under 50 categories. For instance, "a self-starter" can be found under the heading "Initiative," while accepts new job assignments willingly falls under the heading "Responsibility."

The book costs \$11.95. For more information, contact Neal Publications, Perrysburg, Ohio, 419/874-4787.

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SAY IT RIGHT

Communicate clearly through writing with Amacom's *The Complete Human Resources Writing Guide*. It presents writing techniques for job postings, employment ads, application forms, newsletters, announcements, performance appraisals, employee warnings and commendations, orientation materials, policy manuals, employee handbooks, and more.

The author, Diane Arthur, has published books and articles on such topics as interviewing skills and equal employment opportunities. In this book, she leads readers through the seven stages of writing, with an emphasis on objective, style, and tone. More than 100 sample documents fill the second section of the book.

The Complete Human Resources Writing Guide costs \$55. For more information, contact Amacom, New York, 800/262-9699.

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QUIZ SHOW

Quiz Show is software that combines *Jeopardy*-like questions with tic-tac-toe. Because of the automatic scoring, it can be used in classrooms and at home for problem-solving exercises and quick answer reviews. *Quiz Show* runs under Windows 3.1 or higher and requires 2MB of hard-disk space.

This \$229 tool is available from the Center for Accelerated Learning, Lake Geneva, Wisconsin, 414/248-7070.

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MENTWORKING MADE EASY

This workbook, published by Career-systems International, introduces the concept of mentoring and networking, or *mentworking*, a term coined by the authors Beverly Bernstein and Beverly Kaye. Mentworking is a way to manage your career in the face of downsizing. To plan and direct your

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career proactively, you should master mentoring and networking so you can avoid the pitfall of complacency. This product bridges the gap between mentoring and networking, and stops at all points along the way to help you identify networks and create lasting relationships.

The workbook, in a three-ring binder, splits networking and mentoring into two parts, with exercises that apply to each category.

On the networking side, you will find such topics as "Know What You Want." On the mentoring side, you will find "Know the Rewards."

For more information, contact CareerSystems International, Scranton, Pennsylvania, 800/577-6916.

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FIRST AID FOR MEETINGS

Learn how to plan and set up effective and rewarding meetings with *First Aid for Meetings: Quick Fixes and Major Repairs for Running Effective Meetings*. This 190-page paperback from BookPartners was written by Charlie Hawkins, a professional group facilitator.

First Aid for Meetings includes formulas, tips, and common-sense methods for enhancing communication in meetings. It is divided into four parts: Before the Meeting, During the Meeting, The Final Steps, and Beyond First Aid: Skills for Disruptive Behaviors and for Specialized Meetings.

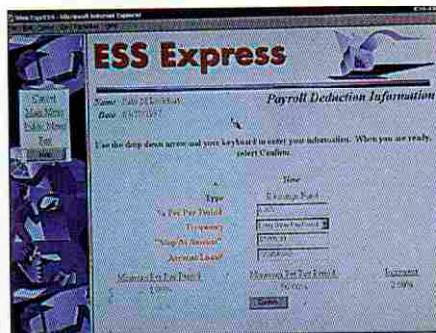
The book costs \$14.95. For more information, contact BookPartners, Wilsonville, Oregon, 503/683-9821.

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WEB-BASED EMPLOYEE SELF-SERVICE APPLICATIONS

ESS Software offers version 3.0 of its ready-to-install, customizable employee self-service applications. This version offers full, interactive transaction processing capability on the Internet or an intranet. A total of 38 different programs are available.

The software helps replace cumbersome, paper-based administrative processes—such as changing an address or putting through a pro-



motion—with online entry and transactions.

- There are nine new modules:
- ▶ Knowledge, Skills, and Abilities
 - ▶ Annual Benefits Enrollment
 - ▶ Benefits Statement
 - ▶ Job Postings-Open Positions
 - ▶ Management Actions
 - ▶ Employee Profiles
 - ▶ Employee Status Change
 - ▶ About the Company
 - ▶ Miscellaneous Payroll Deductions.

The company also offers its ESS Express applications for a Web browser interface, including full transaction processing supported by the security, work-flow, and administrative functions of the ESS Express client-server system infrastructure.

For more information, contact ESS Software, Peabody, Massachusetts, 508/977-9800; Web page <http://www.esssoftware.com>.

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ROI WORKSHEET

Training Systems offers "Ten Steps to Determining the Return on Your Training Investment." This eight-page worksheet leads you through the process of "costing out" all phases of training—from the initial determination that training is needed through design and delivery to planning what your return will be.

The worksheet was designed to help companies see exactly where the value is in their on-the-job and group training, where training dollars will be spent, and what is their planned investment compared with their actual investment.

This tool costs \$10 and is available in packages of 10 eight-page worksheets. For more information, contact

Training Systems, Frankfort, Illinois, 815/469-3560.

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WORLDWIDE VIDEOCONFERENCING

Intel's ProShare Conferencing Video System 200 is a full-featured videoconferencing system with high-quality audio and video, and complete data- and application-sharing capabilities. You can use an ISDN phone line to conduct audio, video, and data conferences anywhere in the world. An intuitive of-office-setting interface lets you make and answer calls, access conferencing tools, and organize meetings with multiple callers.

Integrated LAN-WAN support lets you conduct point-to-point videoconferences or multipoint data-only conferences over an intranet. Users can view local and remote video windows at the same time and focus only on the person speaking or up to four other participants.

- Other features include
- ▶ a video answering machine
 - ▶ a multipoint notebook
 - ▶ high-speed file transfer
 - ▶ electronic business card exchange.

The ProShare Conferencing Video System 200 includes conferencing software, a video capture board, an ISDN board, a color video camera, and an audio headset. A full-duplex speaker phone is optional.

Requirements include a Pentium processor-based PC; 16MB RAM (20MB recommended); 45MB available hard-disk space; 256-color SVGA or VGA monitor; and Microsoft Windows 3.1, Windows for Workgroups 3.11, or Windows 95. There are additional requirements for full-screen video display and for LAN-WAN use.

For more information, contact Intel, 800/538-3373; Web page <http://www.intel.com/comm-net/proshare>.

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Send press kits and items of interest to New Learning Tools, Training & Development, 1640 King Street, Box 1443, Alexandria, VA 22313-2043. E-mail tools@astd.org.