

■ New Learning Tools

by Sacha Cohen

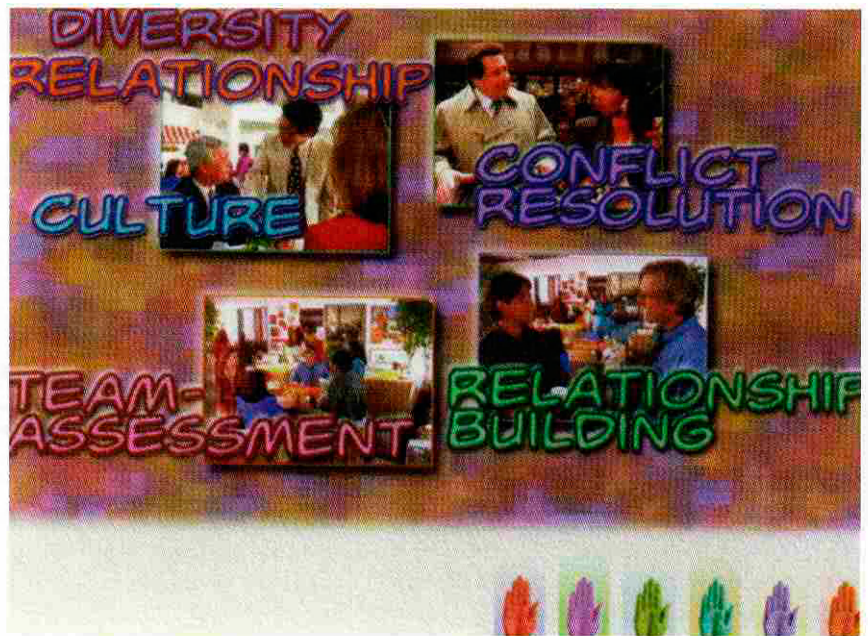
CROSS-CULTURAL TRAINING

Griggs Productions interactive training program, *No Potential Lost*, includes three CD-ROMs: *Personal Effectiveness*, *Interpersonal Effectiveness*, and *Organizational Effectiveness*. They are designed for individuals, teams, and organizations that "face the challenges of an increasingly diverse workforce and the globalization of business." Examples of interactions with employees and customers teach lessons in dealing with cultural differences.

Personal Effectiveness explores self-awareness and urges individuals to take personal responsibility for their performance through increased sensitivity and skill building.

Interpersonal Effectiveness promotes mutual responsibility for teamwork, managing conflict, improving customer relations, and building trust in a diverse workplace.

In the third program, *Organizational Effectiveness*, trainees can participate in an interactive "walkabout" through a company, visit several de-



partments, and observe video interaction. Then, they are asked to assess situations, identify problems, and recommend changes.

The set of three CD-ROMs costs \$4,500. Individual CD-ROMs cost

\$1,595. For more information or a free demo disc, contact Griggs Productions, San Francisco, California, 415/668-4200, or visit the company's Web site <http://www.griggs.com>.

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NIGHT SHIFT NEWSLETTER

Are you working around-the-clock? Worried about staying awake on the job? Then perhaps you should read the *Working Nights* newsletter.

It addresses such topics as

- ▶ health, exercise, and nutrition that improve alertness
- ▶ the effects of melatonin and caffeine
- ▶ nighttime child care.

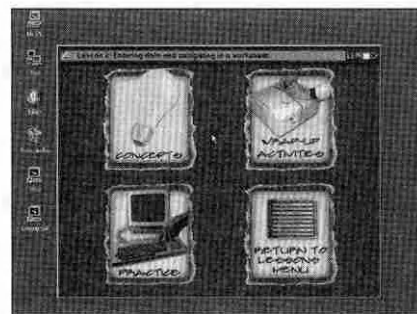
"One-fifth of the United States works shifts at companies with 24-hour operations, and we want *Working Nights* to be the companion guide for those workers," says Martin Moore-Ede, executive editor of the newsletter.

A one-year subscription to *Working Nights* costs \$42.

For more information, contact Circadian Information, Cambridge, Massachusetts, 800/878-0078, or visit the company's Web site <http://www.circadian.com>.

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ACTIVE LEARNING



A new line of training courseware, ActiveLearn, is available from Logical Operations. ActiveLearn includes instructor materials, student manuals, and a multimedia CD-ROM called the Interactive Training Companion, which is designed to support an instructor's objectives in the classroom.

The assessment component of the ITC ensures that trainees can perform the skills they need before they leave the class.

ActiveLearn courseware includes

- ▶ Access 7.0

- ▶ Excel 7.0
- ▶ PowerPoint 7.0
- ▶ Word for Windows 7.0.

Instructor materials include classroom setup and presentation tips, overheads, lesson planner, and assessment tools.

For more information, contact Logical Operations, Rochester, New York, 800/456-4677.

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SKILLS FOR BUSY PEOPLE

Life Management Skills for Busy People offers tools for personal and professional goal fulfillment. Topics in the book include

- ▶ goal setting
- ▶ positive communication
- ▶ conflict resolution
- ▶ self-nurturing
- ▶ time management
- ▶ career planning.

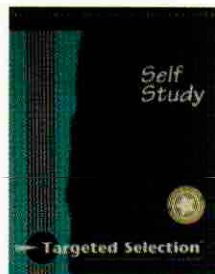
Concepts in the book are paired with examples from "all walks of life."

In addition, there are several activities that help readers develop a plan for changing their lives. Those include self-assessments, personal life management skills, and practice exercises in which readers apply chapter concepts to practice situations.

The 202-page guide was written by Brenda Walters, a licensed clinical worker, and Sandra McKee, a college professor, professional development consultant, and motivational speaker.

For more information, contact Prentice-Hall, Upper Saddle River, New Jersey, or visit the company's Web page <http://www.prenhall.com>.
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BUILD INTERVIEWING SKILLS



A self-study CD-ROM program for building interviewing skills is available from Development Dimensions International. The program is based on the company's

behavior-based, interviewing skills system—Targeted Selection. The TS program includes text, graphics, videos, interactive exercises, and simulations.

The CD-ROM takes from six to 10 hours to complete. Three tracks are available for the trainee: first-time study, refresher training, and look up. First-time trainees acquire knowledge by working sequentially through the program and refresher trainees openly navigate among all sections of the course.

The CD-ROM includes segments for job analysis and for practicing real-world skill. First-time trainees receive a two-volume, spiral-bound self-study workbook, a refresher workbook, and a diskette. Refresher trainees receive a refresher workbook and a diskette.

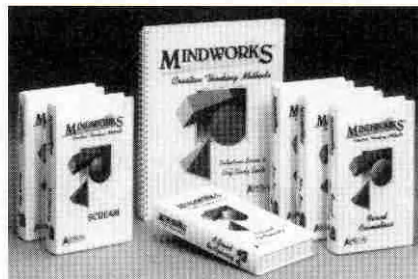
System requirements for the CD-ROM include a 486DX processor, Pentium recommended; 8 MB of RAM, 16 recommended; 2X or better CD-ROM drive; VGA monitor; 8 BIT Sound Blaster-compatible sound card; and Windows 95, Windows 3.1, or

Windows for Workgroups 3.11.

For more information, contact DDI, Bridgeville, Pennsylvania, 800/933-4463.

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CREATIVE THINKING



Mindworks Creative Thinking Methods is a six-videotape series designed to help you with creative thinking.

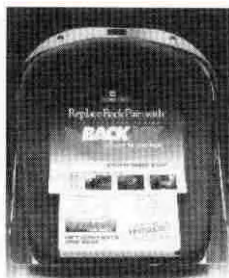
The programs use an interactive format so that viewers can complete activities in the self-study guide and then return to the videotapes for reinforcement on the lessons.

The first video in the series, *A Grand Re-Opening*, helps you to recognize the myths, stereotypes, and roadblocks that can stagnate creative thinking. The sixth video, *Zero-In*, helps you explore and evaluate new ideas three ways: by categorizing, by consulting a chart of advantages and disadvantages, and by using a matrix of criteria.

For more information about the videotape series, contact Amatulli and Associates, Cincinnati, Ohio, 513/621-5083.

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NO PAIN, NO STRAIN



A remedy: the Backjoy Seat from Sunsource International. This orthopedic, medical device offers an inexpensive way to upgrade office and factory

workstations ergonomically.

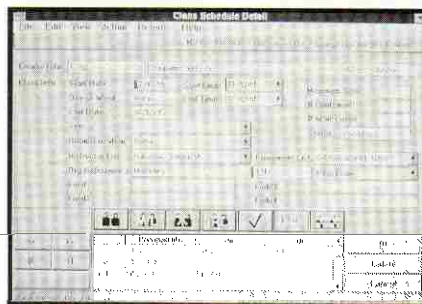
Unlike some back cushions and wedges, this product provides support anywhere you sit. According to Sunsource, it also corrects one's posture and releases pressure in the lower spine, thereby reducing tension, stress, and fatigue.

The lightweight and portable Backjoy Seat costs \$29.99.

For more information, contact Sunsource International, Maui, Hawaii, 800/666-6505.

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TRAINING ADMINISTRATION ONLINE



DKSystems offers OnTrack for Training administration and management software. The software automates such activities as creating course catalogs, scheduling classes and instructors, registering students, and tracking student development.

The program provides tools for training and development planning, employee skills and certifications monitoring, and tuition reimbursement. Users access the database with simple point-and-click navigation.

The product's new report generator provides advanced report design and data analysis

Other enhancements to the software include

- ▶ a print option that lets users print any list displayed on the screen
- ▶ case-sensitive and exact searches
- ▶ additional initialization settings
- ▶ an enhanced administration module option that lets the security administrator check license capacity and change global settings more easily.

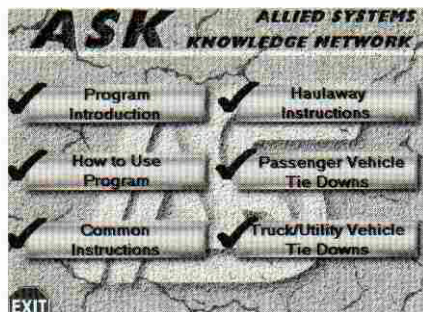
The product costs \$2,495 for a single-user version. A five-user installation costs \$8,495.

For more information, contact

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DKSystems, Chicago 800/892-5332.
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CERTIFICATION CD-ROM



Knowledge Measurement System is a CD-ROM, network-based certification and training program designed to help companies ensure that employees have the knowledge they need to do their jobs. The system also gives companies instant feedback from employees at many locations.

The program is delivered via CD-ROM or pre-existing LANs or WANs. It uses multimedia, including text, sound, graphics, and video.

Benefits of the Knowledge Measurement System include the ability to customize test content easily and affordably. Also, test results can be compiled, analyzed, and archived by a third party; no computer storage or paper files are required.

System requirements include Windows 3.1, a 486 CPU with 8MB of RAM, a 14.4 or 28.8 modem, sound card, and CD-ROM drive.

For more information, contact Knowledge Networks, Atlanta, Georgia, 404/257-3373.

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FIGHT BUSINESS ILLITERACY

"Most employees rarely know how much their companies make, how those profits are used, or how decisions are made," says Nancy Miller, a Chicago-based management consultant. The result: Employees are ill-prepared to become the empowered knowledge workers that companies will need in the 21st century.

To help companies and employees overcome "business illiteracy," Miller and her company, Human Resource

Management Systems, have created "What's My Bottom Line?," a training game that "paints the big picture of business."

To play the half-day training game, up to 24 employees form the 'Bottom Line Bicycle Company' and split into three groups—sales and marketing, manufacturing, and distribution. Then, the groups work through common business decisions and learn how to balance the interests of owners, employees, and customers.

At the end of the game, employees link what they have learned to their own company and their personal job objectives.

For more information about "What's My Bottom Line?," contact Human Resource Management Systems, Glenview, Illinois, 800/301-9889.

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PC-BASED VIDEOCONFERENCING SYSTEM



Visual communications can be fully interactive with PC Point Video systems from BTVI/CBCI Telecom. These desktop, PC-based products let users share graphics, documents, spreadsheets, and other PC applications while providing full-motion video images and sound.

Three systems are available including the PC Point Freshman, PC Point Senior, and PC Point Sophomore.

The Sophomore and Senior models feature SVGA monitors, a Pentium-level PC, a Koss multimedia microphone, and dual speakers.

A Chinon color desktop camera comes standard with the Sophomore and a Canon camera and 27-inch SV-

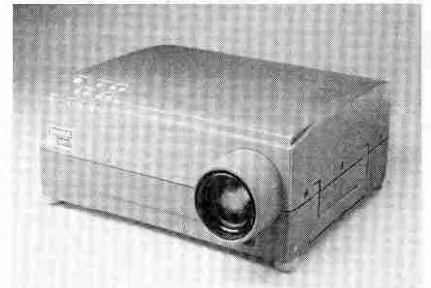
GA monitor are standard with the Senior model.

All of the systems offer an enhanced graphics package. With this feature, users can work together on still graphics and documents with collaborative, multi-color interactive annotation and whiteboard applications.

The Freshman model costs \$4,995, the Sophomore model costs \$9,995, and the Senior model costs \$17,995. For more information, contact the Austin Lawrence Group, 203/961-8888.

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PORTABLE AND AFFORDABLE VIDEO PROJECTOR



The ImagePro 7010 professional LCD data and video projector from Dukane combines high-performance multimedia capability with lightweight portability. It weighs less than 20 pounds and uses advanced polysilicon LCD technology to recreate distortion-free images.

The projector provides 2,000 hours of light and requires lamp changes once every two years. It is accessible via remote control and can be ceiling mounted for out-of-the-way convenience.

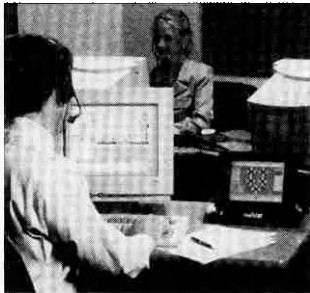
ImagePro 7010 is compatible with Macintosh and PC platforms and features electronic keystone correction, power zoom, and focus control. It also has on-screen menu text in six languages including English, German, French, Spanish, Italian, and Japanese.

Optional accessories include a molded carrying case with a retractable handle, soft-sided carrying case, and ceiling-mount bracket.

The projector costs \$9,495. For more information, contact Dukane, St. Charles, Illinois, 708/584-2300.

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COMPUTER CLASSROOM CONTROL SYSTEM



Tech Electronics computer classroom control system, InSight, is a control and display routing system that gives instructors control over the learning environment.

An instructor can monitor trainees by viewing their computer screens.

The LCD instructor control console provides

- ▶ instant visual feedback to commands
- ▶ text-based or icon-based display
- ▶ multi-layered screens with custom configuration capability
- ▶ password control
- ▶ trainee name display
- ▶ room environment control over lighting, activation and volume control of video projector and screen, and local and remote audiovisual equipment.

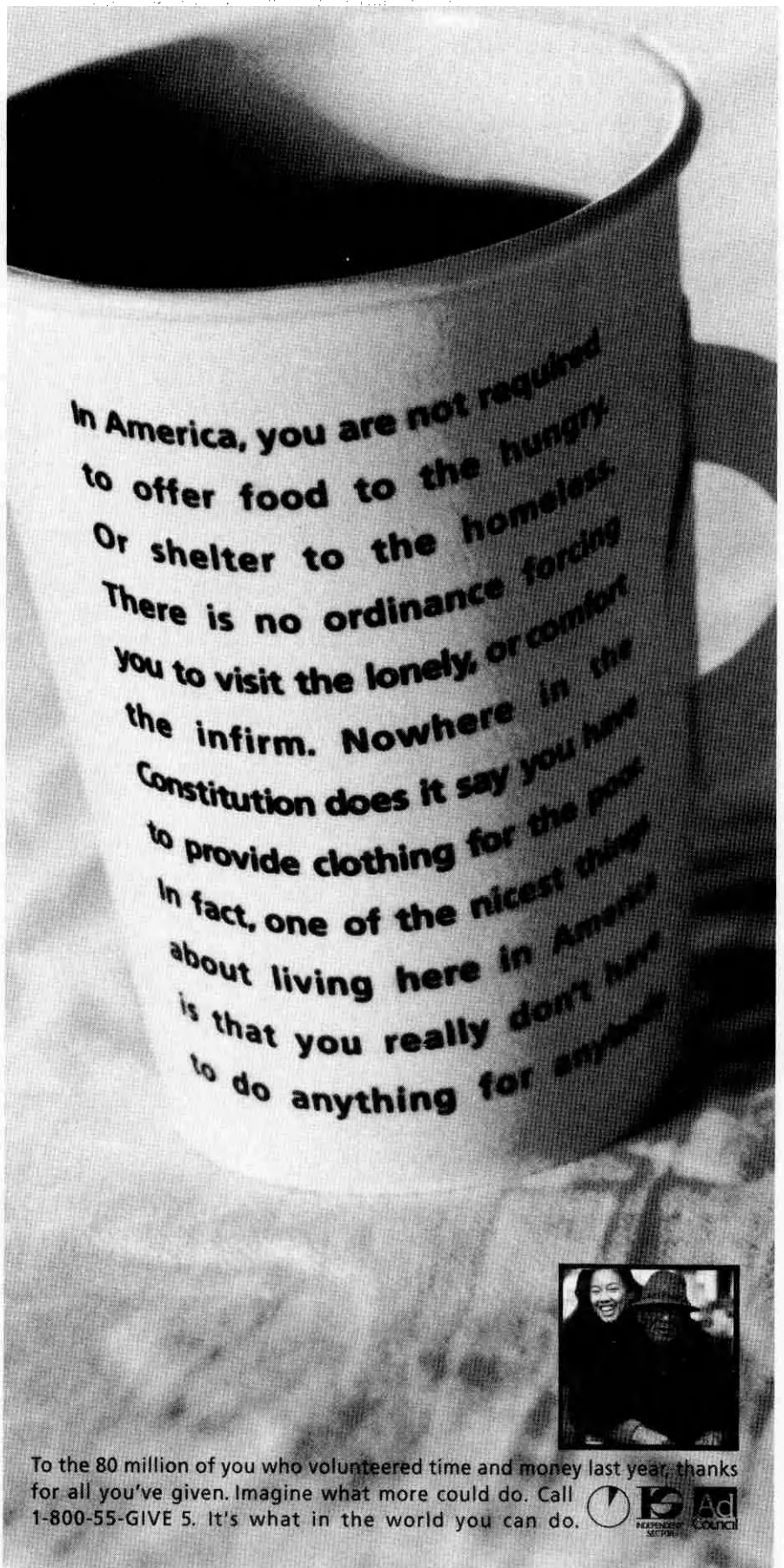
A liquid crystal touch screen display lets an instructor share computer screens and data, while interacting with trainees—even trainees at remote locations.

From their computers, trainees can ask and respond to questions; send and share their screens, keyboards, and mice with other students; and communicate directly with the instructor.

For more information, contact Tech Electronics, Norcross, Georgia, 800/572-4935, or visit the company's Web page <http://www.usa.net/icia/techelec>.

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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.



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