

■ New Learning Tools

by Sacha Cohen

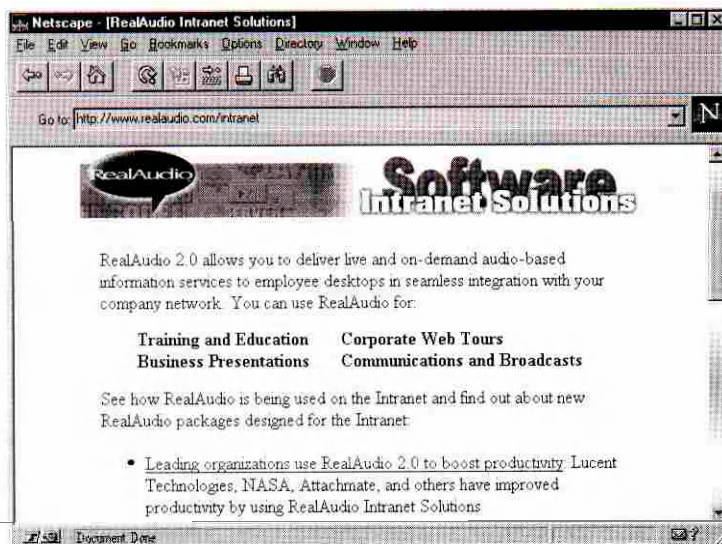
THE SOUNDS OF WEB-BASED TRAINING

Web-based training programs are silent no more! The RealAudio Server version 2.0 puts live and on-demand audio-and-streaming multimedia on an Internet or intranet site. The product plays instantly, without download delays, even with 14.4 Kbps modems.

RealAudio can be used in a training program to increase interactivity and attention. For example, narration can guide employees through a tour of corporate services and products. Or, employees can listen to a "coach" guide them through a procedure or explain how to complete a task. Users can pause, rewind, or fast-forward through the content.

RealAudio 2.0 also can be used on a corporate intranet for

- ▶ personalized messages from the CEO or other executives



- ▶ daily news clips
- ▶ corporate presentations and training
- ▶ online annual reports
- ▶ live coverage of such company events as tradeshow, conferences, and meetings.

For more information about RealAudio, contact Progressive Networks, Seattle, Washington, 800/230-5975. Or, visit the company's Web site: <http://www.RealAudio.com/>.

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VERSATILE AUTHORIZING TOOL

CBIquick helps users create software-application training courses that can be delivered via a floppy disk, a CD-ROM, or on the Web.

Through the point-and-click interface, users design custom screens with graphics, menus, text, banners, voice, and music. Multimedia presentations can be run stand-alone or linked seamlessly to other software simulations.

CBIquick's features include

- ▶ true-false, multiple-choice, and fill-in questions
- ▶ buttons, bookmarks, and hotspots
- ▶ automatic help for wrong answers
- ▶ built-in scoring and reporting
- ▶ graphics, voice, music, and audio capabilities
- ▶ special effects such as fades, wipes, and rolls.

Available from AMT Learning Solutions, the product also includes the *Interactive Trainer*, a manual for creating interactive multimedia presentations and tutorials.

The complete authoring system

costs \$995. For more information, contact AMT Learning Solutions, Panama City, Florida, 904/913-8354.

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HR MANAGERS GUIDE TO THE INTERNET

The HR Manager's Guide to the Internet, from Business & Legal Reports, is written without a lot of technical jargon. The guide explains the basics of going online and shows beginners how to navigate the Internet. It also shows HR managers how to obtain information on regulatory guidance, compensation surveys, and recruitment strategies.

Topics covered in the publications include

- ▶ how to use e-mail
- ▶ how to get on the Web
- ▶ how to find the best HR management sites
- ▶ how to use search engines.

The HR Manager's Guide to the Internet is available for a 30-day free preview and costs \$99.95. For ordering information, contact BLR, Madi-

son, Connecticut, 800/727-5257.

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TEAM AND DEVELOPMENT SOURCEBOOK

The *1996 McGraw-Hill Team & Organizational Development Sourcebook* is a tool to help facilitators

- ▶ assess team function
- ▶ develop cooperation and trust
- ▶ help team members set goals and create plans
- ▶ resolve conflicts
- ▶ manage and lead change efforts
- ▶ solve problems creatively.

The book includes team activities, role plays, assessment tools, skill inventories, guides on how to implement new initiatives, and handouts on these areas:

- ▶ stages of team development
- ▶ 10 "team hats"
- ▶ team brainstorming
- ▶ participation agendas for team meetings
- ▶ people's resistance to organizational change.

The 250-page paperback costs

■ New Learning Tools

\$34.95. For more information, contact McGraw-Hill, New York, New York, 212/337-5945.

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PERFORMANCE-MANAGEMENT SYSTEM

The Performance Now Enterprise Edition is a performance-review system for medium and large-sized organizations. The product helps managers create written evaluations for employees. This edition, with a new interface and database design, includes these features:

- ▶ improved security with database encryption, passwords, and multi-level manager-access rights
- ▶ a "briefcase" that lets managers work on employees' reviews away from the office
- ▶ a business-oriented, online thesaurus that is designed specifically to help managers select words that best articulate performance observations.

The Performance Now Enterprise Edition runs on Windows 3.1 or Windows 95. It requires a 386- or 486-based computer or higher with 4 MB RAM. It also requires 10 MB of hard disk capacity or 12 MB of space for full installation, including the tutorial.

For more information, contact Knowledge Point, Petaluma, California, 707/762-0333, or visit the company's Web site: <http://www.knowledgepoint.com>.

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HR ADVISOR CD-ROM



The Human Resources Advisor for Windows CD-ROM, designed by the Research Institute of America, helps HR managers "cut a clear path through the HR legal and regulatory maze."

The CD-ROM offers a primary source library with federal and state law guidelines, regulations, and agency documents formatted for HR managers. The disc also contains Austin-Haynes' Employee Appraiser, a useful tool for conducting employ-

ee appraisals.

The CD-ROM lets you quickly search databases, using key-word searching.

The Human Resource Advisor Kit includes

- ▶ an explanation of HR
- ▶ a guide to employee handbooks
- ▶ newsletters
- ▶ indexes
- ▶ federal government documents
- ▶ state government documents
- ▶ interactive government forms
- ▶ employee-appraisal software
- ▶ optional add-on software.

For more information about the Human Resources Advisor for Windows CD-ROM, contact the Research Institute of America, New York, New York, 800/431-9025.

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HIGH-IMPACT SLIDEMAKER



According to Mirus, its FilmPrinter 4K-resolution, 35mm turbo-series slidemaker makes high-impact presentations simple. Just connect the product to a computer, and install the driver software. Then, with presentation software (such as PowerPoint), you can create a presentation and print it out using 35mm slide film.

Recent upgrades to the series include Mirus's DoubleHit resolution technology and high-resolution imaging filters. DoubleHit exposure repeats the imaging of a given pixel to achieve a desired color gradation. Rescanning each pixel up to 256 separate pulses for each grayscale step of color hue eliminates blooming and halo effects.

For more information about FilmPrinter, contact Mirus Industries, Santa Clara, California, 800/942-9770. Or, e-mail info@mirus.com.

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SELFCLING COMMUNICATOR

Now, you can make nearly any surface a presentation space. The SelfCling Communicator from Jotz adheres without tape, tacks, or adhesive. You can write on the sheets with wet- or dry-erase markers, and then erase when you're done. Or, use markers, ballpoint pens, or pencils for permanent notes.

The sheets are available in several quantities. Prices range from \$4.60 for a six-sheet message center to \$65 for a presentation kit that includes these items:

- ▶ 10 white sheets
- ▶ two wet-erase markers
- ▶ five erase wipes
- ▶ a plastic storage case with shoulder strap.

For more information about the SelfCling Communicator, contact Keith Clark, Sidney, New York, 607/563-7337.

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PRESENTATION SMARTS

Studies show that people fear public speaking more than death. Malcolm Kushner helps calm this fear in his book, *Successful Presentations for Dummies*.

For example, he says that one myth about public speaking is that you have to have great delivery—body language, vocal skills, and eye contact—to get your message across successfully.

"The emphasis on delivery has been blown way out of proportion," says Kushner. "If you have good credibility and match your message to the needs of your audience, then no one cares about delivery."

- The book offers advice on
- ▶ grabbing audience attention
 - ▶ managing stage fright
 - ▶ designing great visual aids
 - ▶ using humor effectively
 - ▶ organizing ideas and material.

The 389-page book costs \$16.99. For more information about *Successful Presentations for Dummies*, call IDG Books, Foster City, California, 415/655-3000.

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How To Contact Training & Development Magazine

Unless otherwise noted, submit manuscripts and other materials to Ryann Ellis, editorial assistant, c/o *Training & Development*, Box 1443, Alexandria, VA 22313-2043. For package delivery, use 1640 King Street, Alexandria, VA 22314-2746. Phone 703/683-8100; fax 703/683-9203; TDD 703/683-4323; e-mail rellis@astd.org on the Internet.

Feature Articles We welcome manuscripts for possible publication in *Training & Development*. Contact Customer Service for authors' guidelines. Include a self-addressed, stamped envelope.

Mailbox We want to hear your opinions and observations about HRD and *Training & Development*. Send letters to Haidee Allerton; call the "Mailbox" phone line, 703/683-9590; or fax a letter to her at 703/683-9203.

News You Can Use Send press releases or short articles on news, trends, and best practices.

Training 101 Submit articles on training basics.

Tech Talk This monthly column features new technologies and developments. Send ideas to Sacha Cohen, *T&D* associate editor.

Career Power This monthly column covers ideas for personal career effectiveness. Contact Richard Koonce at 703/536-8568.

FaxForum is a monthly survey of readers' opinions. Fax ideas for topics to 703/683-9203.

The Opposite Sector This quarterly column looks at training, OD, and performance in the government and nonprofits.

Research Capsules This quarterly column summarizes recent HRD research. Send material to Pam Leigh, *Training & Development*, the American Society for Training and Development, 1640 King St., Box 1443, Alexandria, VA 22313-2043.

Books Review copies of books welcome.

New Learning Tools Send press releases.

Working Life Send press releases on trends and tips on work/lifestyle issues.

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**TRAINING &
DEVELOPMENT**

PEOPLE-PROFILING SOFTWARE

With the PASport Profiling System, HR professionals, consultants, and trainers can create individual team-member profiles and an action plan for two people to work together effectively. The system can also produce profiles of customers, colleagues, and job candidates.

The profiling system can provide information about a person's communication style, energy level, temperament, motivational needs, leadership style, and stress level.

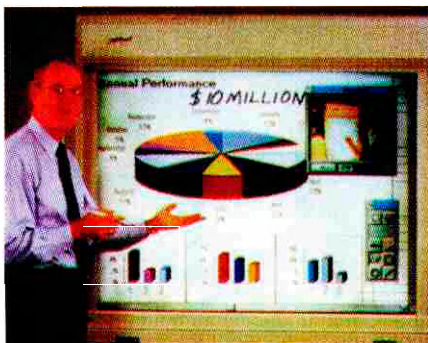
Job-candidate profiles can be prepared before or during an interview. Candidates fill out a candidate-survey card, and the software creates a profile to determine whether the candidate is among the best applicants.

For more information about the PASport Profiling System, contact PASport, Sausalito, California, 415/331-2606.

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COLLABORATIVE TOOL

SoftBoard 400 from Microfield Graphics is an electronic meeting system for dataconferencing and videoconferencing. Its 58.5-inch, rear-projection screen provides a large display area. The system interfaces with both IBM-compatible and Macintosh computers, as well as Windows and Macintosh software.



SoftBoard's electronic pen writes and draws in "electronic ink" on the product's surface. SoftBoard tracks the location of the pen using a laser scanning system; the projection-driver software coordinates the pen's position.

Included with SoftBoard 400 is In-

tel's ProShare Premier 2.0, an adjustable swing-arm keyboard and mouse tray, and a multimedia set. The SoftBoard System 400 costs \$27,500.

For more information about the SoftBoard 400 system, contact Microfield Graphics, Portland, Oregon, 503/620-4000, or the company's Web site: <http://www.softboard.com>.

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TRAINING VIDEOS BUYER'S GUIDE

With hundreds of titles to choose from, selecting a quality training videotape can be confusing. To the rescue comes an interactive buyer's guide that does the screening for you.

The Trainer's Gold CD-ROM, from Media Alliance, offers reviews of top HR and management training videotapes. The guide also features product profiles and 30-second video clips.

Volunteers, including trainers and consultants, reviewed the titles, which cover these topics:

- ▶ leadership
- ▶ change management
- ▶ communication
- ▶ diversity
- ▶ teamwork.

System requirements are a 486 PC with 8MB of RAM and 5MB of available disc space, a double speed CD-ROM drive, a sound card, a Super VGA monitor, and Microsoft Windows 3.x.

Trainer's Gold is available free for a limited time. Usually, it costs \$49.95. For more information, contact Media Alliance, Bannockburn, Illinois, 800/866-5237. Or, e-mail Toolkit1@aol.com.

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AUTOMATE HR TASKS

Imagine being able to automate such administrative tasks as scheduling, course management, employee tracking, and career planning. Now, you can—with TrainingServer software from Syscom. The product integrates with all existing HR systems, including Lawson, Peoplesoft, and SAP.

The software supports instructor-led training, multimedia and CBT, in-