
New Training Tools

Freebie

HRD specialist Donald Kirkpatrick is offering complimentary review sets of his latest training tool, "Management Inventory on Leadership, Motivation, and Decision Making." The inventory can be used to determine training needs, stimulate discussion, and evaluate leadership programs at Kirkpatrick's second level of evaluation, learning. It also addresses the issue of empowerment in leadership.

For more information, contact Donald L. Kirkpatrick, Elm Grove, Wisconsin.

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Leaders Are Only Human

Leadership is the ability to make people want to follow willingly, according to the monthly publication, *Leadership With a Human Touch*, from Economics Press.

The "little magazine"—about 4 inches by 7 inches, and 25 pages long—contains stories, humor, quotes, and sketches about leadership from real people. Each issue is designed to entertain, motivate, and offer insights on managing and working with others. Recent articles address such topics as absenteeism, what employees really want to know, and five questions developed by psychologist Donald Laird to measure a person's leadership potential—such as, "Can you take a reprimand without blowing up?"

A subscription for one or two issues a month costs \$1.35 per copy; quantity discounts are available.

For more information, contact Economics Press, Fairfield, New Jersey.

Circle 264 on reader service card.

ADA Guide

Since the Americans With Disabilities Act went into effect, more than 1,000 ADA-related charges have been filed each month with the Equal Employment Opportunity Commission, according to Business & Legal Reports, a company specializing in human resource management.

BLR offers a publication, *ADA Compliance: The Complete Planning & Practice Guide*, to help HRD managers understand and apply the law's requirements in real-world terms.

The two-volume, loose-leaf guide identifies potential problems and tells how to deal with them. It also includes an analysis of the law, step-by-step tips for compliance, in-depth answers to the most frequently asked questions about the ADA, ADA-safe job descriptions, and quick-reference summaries of ADA-related laws in all 50 states in the United States.

You can examine the \$200 guide for 30 days for free. For more information, contact Business & Legal Reports, Madison, Connecticut.

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ADA Module

An ADA training tool is available from the National Center for Disability Services, developed by its Industry/Labor Council. The 75-minute program is designed to educate employees at all levels on Title 1 (employment) and Title 3 (public accommodations) of the ADA.

The module includes a 23-page trainer's guide, 22 overhead transparencies, and a resource guide to ADA-related government agencies, organizations specializing in disability issues, and technical-assistance centers. The module also has instructions

This month's tools include leadership and ADA guides, some new presentation products, an electronic reminder, and what every desk should have.

How To Contact

Training & Development Magazine

Unless otherwise noted, you can write to *Training & Development* at Box 1443, Alexandria, VA 22313-2043. For package delivery, our street address is 1640 King Street, Alexandria, VA 22314-2746. Phone 703/683-8100; fax 703/683-8103; TDD 703/683-4323.

Feature Articles We welcome manuscripts for possible publication in *Training & Development*. Write to Cynthia Mitchell for authors' guidelines. Include a self-addressed, stamped envelope. Phone 703/683-8132. Send manuscripts to Editor Patricia Galagan.

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

In Practice Send press releases or short articles on news, trends, and best practices to Erica Gordon Sorohan. Phone 703/683-8137.

Training 101 Submit brief articles on training basics to Catherine Petrini. Phone 703/683-8130.

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

Research Capsules This quarterly column summarizes recent HRD research. Send material to Linda Morris, director of Industry Services Education, Ernst & Young, Fairfax Square, Tower 2, 8075 Leesburg Pike, Vienna, VA 22182. Phone 703/903-5000.

Books Send releases and review copies of books to Theresa Minton-Eversole. Phone 703/683-8134.

New Training Tools Send press releases to editor Haidee Allerton on software, tapes, manuals, electronic equipment, and anything else that helps trainers do their jobs better. Phone 703/683-7251.

Working Life Send press releases on trends and tips on work/lifestyle issues to Haidee Allerton. Phone 703/683-7251.

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ASTD

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and Performance

New Training Tools

for a small-group activity in which participants practice applying the knowledge learned in training.

The center's services include an information hot line, ADA-accessibility surveys, customized workshops, and an audiovisual library.

For more information, contact the National Center for Disability Services, Albertson, New York.

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A Multimedia Cost/Benefit Analysis

Multimedia may be the latest in technology, but is it cost-effective?

Here's a way to compute your organization's potential payback from using multimedia. The Multimedia Cost Model software program from Comsell Training enables a company to calibrate more than 50 of its own cost variables in order to compare multimedia training with traditional training. The results are presented in three formats: the total annualized cost of delivering training, the cost per student, and the time required to achieve payback.

Variable factors include such direct costs as the trainer's salary and travel expenses, and such indirect costs as loss of productivity while employees are receiving off-site training. A "drill-down" feature enables users to examine the results in detail, starting from the bottom-line summaries, which also can be used to create reports for top-level managers.

The model operates under Windows 3.0 or 3.1 and OS/2 2.0 or 2.1. The cost is \$179.

For more information, contact Comsell Training, Atlanta, Georgia.

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A Compact Projector Is Born

At six inches high and 18 pounds, Proxima's Desktop Projector 2300 is smaller and lighter than other video projectors on the market, according to the company. The Desktop was designed to be compact for portability and unobstructed audience viewing. A plug-and-play capability makes the machine compatible with both PCs and Macintosh computers.

Product Information

For more information on any product listed in "New Training Tools," circle the corresponding number on the reader service card and drop the card in the mail. The manufacturer will send the information directly to you.

If you'd like to telephone a manufacturer, turn to the reader service page for phone numbers. But please be sure to say that you read about the product in *Training & Development!*

The remote control operates similar to a slide carousel, letting users pause as well as move forward and backward in their presentations. Optional software allows for cordless control and application of a laser pointer. With the unit's tracking capability and mouse, users can run such software as QuickTime and Video for Windows.

The Desktop 2300 projects full-color images; the lens folds down for transport and storage. The cost is \$4,995.

For more information, contact Proxima, San Diego, California.

Circle 268 on reader service card.

You'll Flip!

Here's a way to organize, present, protect, and store your overhead presentation visuals—with Flip-Frames from 3M. The frames house regular-size transparencies in specially designed see-through pockets. Just label the borders and slip the hole-punched frames into any three-ring binder.

A package of 20 Flip-Frames costs \$29.95. For more information, contact 3M, Austin, Texas.

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Talk About Downsizing!

Miniature overhead transparencies from Graphic Accent are designed to take up less space and to travel light, without sacrificing the quality of on-screen



images. The Minis are about 75 percent smaller than traditional overhead transparencies.

Minis can be used on a standard projector with a small fold-away adaptor stand and come with their own specially designed binders and pages.

For more information, contact Graphic Accent, Wilmington, Massachusetts.

Circle 270 on reader service card.

Everything You Always Wanted To Know About Organizing

Get organized with the *Everything's Organized* newsletter, published by Lisa Kanarek. The one-page (back and front) bimonthly offers "organizational tips for busy professionals" and reviews of get-organized products. A recent issue features get-organized advice on car rentals, printing projects, and people who constantly call you for help.

For more information, contact Everything's Organized, Dallas, Texas.

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Page Thyself

Get rid of those lists and scraps of paper! The pager-like Voice Organizer reminds you—in your own voice—of meetings, appointments, and other things to do.

For instance, just press the "record" button and say, "strategy meeting." Then press the time button and say, "3 p.m., Monday." When 3 p.m. Monday comes, the Voice Organizer beeps and repeats your words, "strategy meeting," when you press the play button. In addition, the device can store 400 phone numbers.

The Voice Organizer costs \$200. For more information, contact Voice-Powered Technology, Canoga Park, California.

Circle 272 on reader service card.

New Epidemic

A growing increase of disturbing incidents at work have prompted the Centers for Disease Control in Atlanta to call workplace violence a "serious health problem."

One way to help prevent violent incidents from happening in your organization is to recognize and defuse potential problems. A video, "Workplace Violence: The Risk From Within," from Commonwealth Films, provides awareness training to help managers act before disaster strikes.

The 25-minute tape offers advice from experts on how to identify potentially violent people and how to intervene early, calmly, and safely. Some experts say that nonfatal violence is even more prevalent and potentially more damaging to work environments than the more publicized incidents involving fatalities.

The videotape costs \$525. For more information, contact Commonwealth Films, Boston, Massachusetts.

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

Lite Tools

Just for fun.... Tired of making that tiresome trek to the office water cooler? Try the Mini Water Dispenser.

The desktop replica of the classic water cooler holds exactly eight eight-ounce glasses of water, the daily minimum requirement recommended by many health and weight-loss experts.

Just fill the resealable plastic bottle with cold water for the day; no refrigeration is required. The 21-by-5.5-by-5.5-inch cooler can dispense water, iced tea, juice, or other beverages.

The cost of the Mini Water Dispenser is \$19.95. For more information, contact Brainstorms and Other Zany Things, Skokie, Illinois.

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