■ New Learning Tools

by Sacha Cohen

AUTOMATED TRAINING ON THE NET OR INTRANET

Ingenium Messenger from Meliora Systems can be used to coordinate training schedules and skill development planning. The program works over an organization's e-mail system or the Internet, so employees can check their skill inventories, register for training, and plan for future jobs at their convenience.

"Since *Messenger* empowers workers while automatically updating employee training records, it saves training administrators and human resource personnel valuable time," says Gordon Rogers, Meliora's founder and president.

This tool is helpful for organizations that have a globally dispersed workforce that relies on e-mail for much of its communication.

Features include
▸ skills inventory and gap analysis
▸ registration
▸ employee finder
▸ ingenium page.
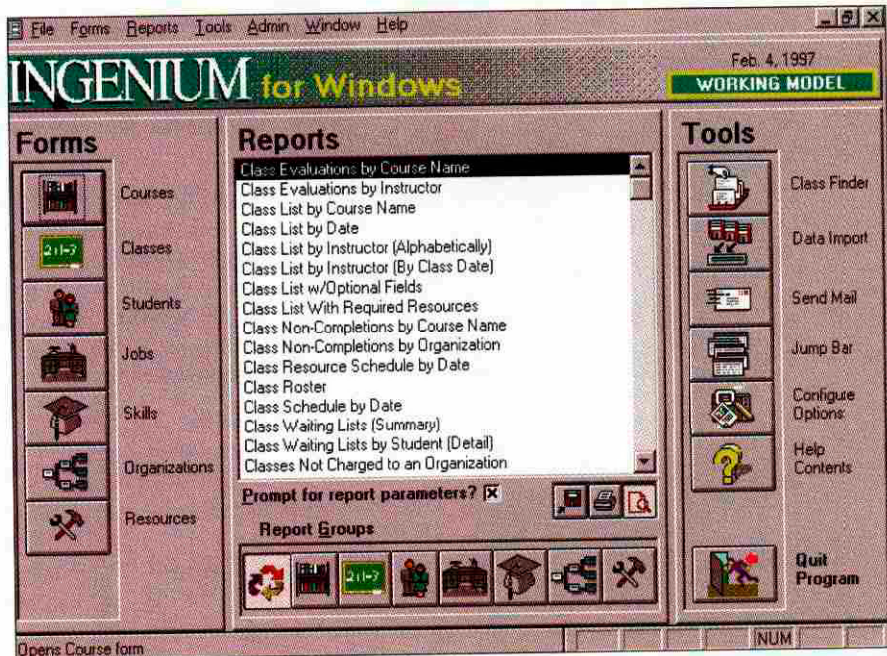
The last feature generates course catalogues in a Web-page format for distribution and enables class registration over the Internet or a corporate intranet.

For more information, contact Meliora Systems, Rochester, New York, 716/461-1900, or visit the company's Web site http://www.meliora.com. ***Circle 261 on reader service card.***

POLICIES NOW SOFTWARE
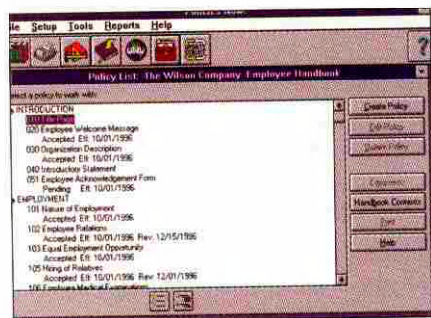
Learn how to write legally appropriate employee handbooks with *Policies Now!* 5.0 software from KnowledgePoint. The product uses the embedded expertise of human resources and labor law experts to help you write custom policies.

Policies Now! features a question-and-answer format. Users are guided through the process of creating an employee handbook that meets specific needs. The software includes more than 80 policy topics covering hundreds of employment issues.

Other features of the software are
▸ **Web links.** Users have access to hundreds of Web sites that contain in-depth legal and policy information.
▸ **Handbook designer.** Users can produce professional-looking handbooks with predesigned formats.
▸ **Online teamwork.** The software tracks management members' input. It also includes a "comments" function to assist with collaboration in policy authoring.
▸ **Index and table of contents.** *Policies Now!* automatically creates an index and table of contents to help employees find specific information quickly.

Policies Now! costs $129. It runs on Windows 3.1 or Windows 95 and requires 4 MB RAM and 10 MB hard-disk space. For more information, contact KnowledgePoint, Petaluma, California, 707/762-0333, or visit the company's Web site http://www .knowledgepoint.com. ***Circle 262 on reader service card.***

THUNDERBOLT THINKING

The Thunderbolt Thinking Tool Kit, developed by Grace McGartland, author of *Thunderbolt Thinking*, contains tools and toys that are designed to stimulate thinking and spark creativity.

Some of the tools in the kit are
▸ **Crazy glasses.** Wacky glasses that "help participants to see things from a different perspective."
▸ **Plastic eggs and Play-Doh.** A carton of colorful eggs for "hatching extraordinary outcomes."
▸ **F.I.S.H.** A play fish designed to remind participants that negative input

is to be minimized.

▶ **Thunderbolt Thinking Jump Start Guide.** A resource that provides tips for preparing meetings and using the tool kit.

▶ **Die-Cut Thunderbolt.** A tool to inspire creative thoughts.

The kit, designed to be used by eight participants, costs $49.99. For more information, contact Training and Development Resources, Pittsburgh, Pennsylvania, 800/899-8552.
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E-MAIL ESSENTIALS VIDEO

E-mail Essentials: The Legal and Effective Use of E-mail is a video-based training program from VideoLearning.

The program covers appropriate and inappropriate uses of this communication tool. It explains
▶ how e-mail works
▶ privacy and confidentiality issues
▶ e-mail etiquette
▶ e-mail harassment.

The program begins with e-mail essentials—short dramatizations that explore legal, human resource, and technology issues relating to e-mail. For example, "Lose Weight Now" shows the use of workplace e-mail to promote a personal business. "Sorry Wrong Address" looks at sending inappropriate, personal messages via e-mail.

The video comes with a facilitator's and user's guide. It includes participant handouts, a bibliography, activities, exercises, and questions for discussion. Management and employees' versions of the program are available for public- and private-sector organizations.

The 24-minute video costs $425 and can be rented for $150. For more information, contact Video-Learning, Bryn Mawr, Pennsylvania, 800/622-3610.
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HR FACT-FINDING NEWSLETTER

The *HR Fact Finder* newsletter, published by the Jamestown Area Labor-Management Committee, provides facts, tips, and how-tos for human resource professionals.

A recent issue covers such topics as the Family and Medical Leave Act, telecommuting, workplace violence, workers compensation, effective recruiting, and employment law.

The newsletter costs $99 for a 12-month subscription. For more information, contact JALMC, Jamestown, New York, 716/665-3654; e-mail njalmc@epix.net.
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ALL-IN-ONE PRESENTATION CART

Bretford's Media Cart with articulating keyboard arm was built to handle an entire multimedia and personal computer system.

The product lets a presenter stand off to the side of the cart, use the keyboard, and face the audience without interfering with the television or computer screen.

The Media Cart is available in two heights and moves on four-inch, twin-wheel casters. The keyboard arm and shelves adjust. The cart also features a wire management system that runs through removable support pillars. An optional locking cabinet is useful for storing videos and other multimedia equipment.

For more information about the Media Cart, contact Bretford Manufacturing, Franklin Park, Illinois, 800/521-9614.

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TESTS AND RESULTS VIA THE WEB
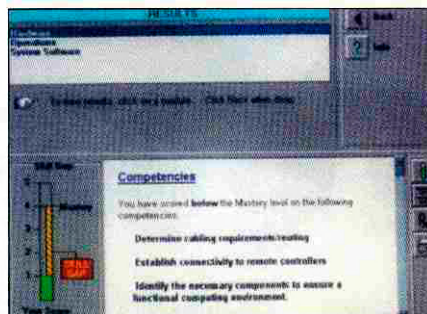
TECo Enterprises offers *LearnStar 2.0*, a software program that lets trainees access tests and results anywhere and anytime using the Web or dial-in access.

The product links users to training resources so that they can learn how to improve their test performance. Users can also access course schedulers, registration forms, training materials, and computer-based training modules electronically.

LearnStar also features
▶ multiple delivery options
▶ competency-based or outcomes-based test construction
▶ automatic, individualized feedback
▶ easy-to-use, parameter-driven authoring, administration, and reporting tools.

For more information, contact TECo Enterprises, Minneapolis, Minnesota, 612/831-9711.

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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.*