

# New Training Tools

## The Energizer

Keep your teams going and going with the "Teams Energizing Kit," a video-based program from Technicomp. The Energizing Kit contains all of the written materials and five of the 10 videos in Technicomp's Teams for Excellence training program.

The five videos are "Technical Requirements of Teams," "Decision Making," "Interpersonal Skills," "Handling Potential Problems," and "Achieving Team Excellence: Implementation Realities." They cover such areas as accomplishing team goals, giving feedback, solving problems, and learning from the insights of successful teams.

The kit also includes an instructor's planning book and classroom guide, transparencies, an exercise book, a participant's guide, and a team leader/facilitator handbook.

For more information, contact Technicomp, Cleveland, Ohio.

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## All Things to All Trainers

Here's a book with many uses. *The Occasional Trainer's Handbook*, recently released by Educational Technology Publications, helps beginning trainers learn training basics and experienced trainers refresh their skills. In addition, non-trainers with training responsibilities can refer to it as needed.

*The Occasional Trainer's Handbook* touches all of the bases: analysis, design, development, implementation, evaluation, instructional methods, instructional media, resources, and job aids. It also contains reproducible job aids and a glossary of training terms.

The cost is \$34.95. For more infor-



mation, contact Educational Technology Publications, Englewood Cliffs, New Jersey.

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## Video Discounts

You can get 10 percent off training videotapes through *View*, a monthly newsletter that reviews training tapes. Each issue contains coupons for the videos being reviewed. Readers can redeem the coupons through participating companies—including American Media, Barr, Video Publishing House, Commonwealth Films, and other video distributors.

For more information, contact *View*, Bedford, New Hampshire.

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## Jest for Trainers

Using humor to boost employee morale and productivity is no longer a new idea. In fact, it's an industry.

*This month's featured tools can help you energize teams, put fun into work, expand your flipchart capability, and cast a little light on any subject.*

## 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*. Contact Customer Service for authors' guidelines. Include a self-addressed, stamped envelope. Phone 703/683-8100. 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 Cathrine Petri. 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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## New Training Tools

The Humor Project offers a catalog full of "jest-sellers" on humor and creativity. The selection includes books, videotapes, audiotapes, and software from such HR humorists as C.W. Metcalf and John Cleese, as well as from entertainers Jay Leno, Victor Borge, and others.

The catalog features special sections for trainers and speakers and for business applications. It also offers audiocassettes from the Humor Project's conferences.

For more information, contact the Humor Project, Saratoga Springs, New York.

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## Stop and Think

*Speedbumps* is designed to spur people's thinking. The quarterly newsletter is full of facts, figures, quotes, and bits of information gleaned from other publications.

The editorial staff, Nancy and Dan Pryor, say the newsletter is committed to helping people who make a difference think, reflect, learn, and grow.

For example, did you know that one in five full-time employees in the United States works a shift other than the traditional 9 to 5? And that nearly 40 percent of women surveyed by the Johnson and Murphy shoe company admit to having thrown a shoe at a man at least once? And that half of the world's population is Asian? And that 64 percent of U.S. airline pilots say they know a colleague who has fallen asleep in the cockpit? And so forth.

We end with a quote from a recent issue: "Managers don't learn from experience. They learn from the analysis of experience." (Jim Bruce)

For more information, contact *Speedbumps*, Dallas, Texas.

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## The Big Board

Tired of flipping those big, unwieldy sheets back and forth on a flipchart? Supermate, from Quartet Manufacturing, gives you twice the room to present your ideas. The double-sided easel board has two indepen-

## Product Information

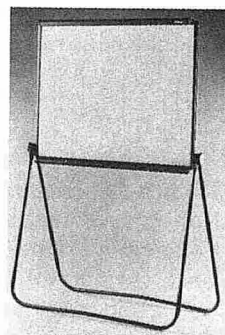
For more information on any product listed in "New Training Tools," circle the corresponding number on the reader service card and drop the card in the mail. The manufacturer will send the information directly to you.

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!*

dent pad grips; each holds a standard easel pad. Supermate also offers a double-sided dry-erase writing surface.

Supermate folds for transport and storage. For more information, contact Quartet Manufacturing, Skokie, Illinois.

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## Survey Says

Here are the top performance-management problems, according to a recent survey of managers and non-managers by Development Dimensions International and the Society for Human Resource Management.

- ▶ Performance management is only a once-a-year event.
- ▶ Employees lack opportunities to get involved.
- ▶ Performance isn't rewarded appropriately.
- ▶ Raters are biased or inconsistent.
- ▶ Appraisals aren't done on time.
- ▶ Appraisals focus on things that are negative and petty.
- ▶ A full rating scale isn't used; the system relies on forced rankings.
- ▶ There is no follow-up.
- ▶ Upper management lacks commitment.
- ▶ Performance management takes a lot of time.

In addition, respondents to the survey predict future trends and

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discuss ways to overcome performance-management problems.

Copies of "Performance Management: What's Hot, What's Not" cost \$90 each.

For more information, contact DDI, Bridgeville, Pennsylvania.

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### Taking Charge Ergonomically

It doesn't take a lot of money or the participation of management to make most offices ergonomically correct. "Office Ergonomics," a video from Coastal Video Communications, shows people how to eliminate physical stress and strain from their work environments.



The tape takes viewers on a tour of a typical office setting, showing how to make simple adjustments to

get proper lighting, comfortable seating, and the effective placement of computer keyboards and monitors. The video also discusses office noise, office traffic, and the positive effects of taking short breaks throughout the working day.

Office workers encounter "a great deal of repetitive motion and physical stress," says John Gieschen, developer of the program. The video can show employees "the little things they can do to make themselves and their workstations as comfortable as possible—which ultimately makes them as productive as possible."

For more information, contact Coastal Video Communications, Virginia Beach, Virginia.

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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....* Forget that pointer. All you need to direct your audience to your flipchart is your own finger and a tiny light. In other words, get the Finger Light.

Just strap the battery case to your wrist and clip the attached digit-sized light bulb to your index finger. Wherever you point, your finger projects a little beam of light.

The use for presenters is obvious. But what about driving home a point with your co-worker or spouse? What about gesturing at night to drivers who cut you off? What about getting that waiter's attention? And what about those times you feel like dressing up as ET?

The possibilities are endless.

For more information, contact American Science and Surplus, Skokie, Illinois.

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