New Training Tools

Handy Booklets

Here are two handy booklets from Business and Legal Reports about two topical workplace subjects: dealing with sexual harassment and complying with the regulations of the Occupational Safety and Health Act.

What To Do About Sexual Harassment in the Workplace and *About OSHA: Your Rights and Responsibilities* help employees learn about the issues and proper procedures. The publications are easy to understand, with colorful illustrations. The guide on OSHA includes a quiz.

The booklets can be distributed to supervisors or to all employees. Quantity discounts are available.

For more information, contact Business and Legal Reports, Madison, Connecticut.
Circle 251 on reader service card.

Quick Read

Many professionals find they don't have the time to keep up with business literature. According to a study at Carnegie-Mellon University, book summaries help people retain information.

Audio-Tech offers summaries of

Take our mini survey, please! Then read about some booklets, videos, free software, and an extra punch.

Tools Survey

To help us feature more products that you find useful, fill in the survey and fax it to Haidee Allerton at 703/683-9203, or mail it to the address at the end of the column.

1. Rate the training products according to how interested you are in each. (1=very, 2=some, 3=not at all)
   - ☐ books
   - ☐ workbooks
   - ☐ videotapes
   - ☐ audiocassettes
   - ☐ games or icebreakers
   - ☐ packaged programs
   - ☐ customized programs
   - ☐ interactive media or software
   - ☐ performance-support systems

2. Rate the training topics according to how interested you are in each. (1=very, 2=some, 3=not at all)
   - ☐ total-quality management
   - ☐ needs analysis and assessment
   - ☐ diversity
   - ☐ basic skills
   - ☐ career development
   - ☐ team building or team management
   - ☐ strategic planning
   - ☐ global business issues
   - ☐ sales and marketing skills
   - ☐ supervisory skills
   - ☐ presentation skills

3. Rate each factor according to its importance in the selection of training products. (1=very, 2=some, 3=not at all)
   - ☐ cost
   - ☐ company
   - ☐ how new
   - ☐ longevity on the market
   - ☐ ease of use
   - ☐ other (specify) _____

4. Why do you read "New Training Tools"? _____
_____
_____
_____
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New Training Tools

selected books on such subjects as management, career planning, and technology. Editorial-board members review books in their fields and extract the most "usable" information. The summaries come in booklets and on audiocassettes. You can read and listen to top business publications in about 30 minutes per book.

Upcoming books being summarized are *Managing With Power* by Jeffrey Pfeffer, *The New Partnership* by Tom Melohn, and *Benchmarking for Best Practices* by Christopher E. Bogan and Michael English.

A one-year subscription costs $135. For more information, contact Audio-Tech Business Book Summaries, Chicago, Illinois.
Circle 252 on reader service card.

Training Maintenance

Here is a PC-based software tool that aims to reduce the time and effort it takes to create and maintain training programs.

Mystro—from McAboy Yates—is designed to help training designers write learning objectives, create curricula, perform job and task analyses, and select training media. Trainers can set up a shell containing the basic elements of a training program and then update the program as needed to include new procedures and equipment.

Mystro runs on IBM PCs and compatibles with at least 386 RAM.

For more information, contact McAboy Yates Corporation, Garden Grove, California.
Circle 253 on reader service card.

Pan, Tilt, and Zoom

The CameraMan Personal Locator System and CameraMan Distance Learning System from ParkerVision can expand the on-screen views of teleconferences. In most videoconferences, the participants are seen as a group. The CameraMan systems enable viewers to see participants in individual close-ups.

Each participant is equipped with his or her own remote control. Typically, the facilitator has to operate a master keypad and anticipate

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 next speaker. Participants use their remotes to signal that they are about to speak. The system pans, tilts, and zooms in on the facilitator and participants automatically, enabling more interactive communication during distance learning.

For more information, contact ParkerVision, Jacksonville, Florida.
Circle 254 on reader service card.

Almost Freebie

Visual Horizons is offering a $99 software program, PC Planner, at just $5 for shipping. The $5 can be applied to a future purchase.

PC Planner includes a calendar; calculator; "to-do" list-making feature; and toll-free telephone numbers for hotels, rental-car agencies, and airlines. PC Planner is contained on a 3.5-inch disk that runs with IBM and IBM-compatible computers. The program features color and graphics.

For more information, contact Visual Horizons, Rochester, New York.
Circle 255 on reader service card.

TQM Game

Looking for an economical tool on TQM? Try the Total Quality Management Challenge computer game.

Players earn points by correctly

answering questions selected randomly from 10 categories on a colorful wheel. The game contains 500 TQM-related questions in such areas as the Malcolm Baldrige National Quality Award criteria and ISO 9000 standards.

The game is contained on a 3.5-inch disk and is designed for IBM-compatible microcomputers with Microsoft Windows 3.1. The cost is $75 for a single license; volume discounts are available.

For more information, contact Rose Enterprises, Pace, Florida.
Circle 256 on reader service card.

Team Tune-Ups

The Videolearning Resource Group recently released a series of "team tune-up" videos designed as self-diagnosing tools for existing teams.

"Roles in Teams" highlights both formal and informal roles for improving communication. "Communication Patterns in Teams" examines how team members talk with each other, who talks with whom, and how much various team members participate. "Communication Maneuvers in Teams" looks at the way individual team members influence group discussions.

"Power in Teams" shows how internal and external sources of power affect a team's function and productivity. "Problem Makers in Teams" profiles the different behavior characteristics of disruptive team members and offers preventive tactics.

The series of five videotapes costs $1,295. For more information, contact Videolearning Resource Group, Philadelphia, Pennsylvania.
Circle 257 on reader service card.

"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.... The next time your Macintosh screen bombs on you, take out your frustration on the Smack-It.
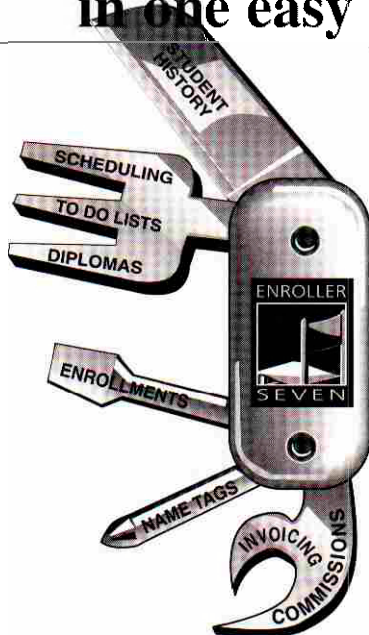
The stuffed computer from Computer Fun helps reduce computer stress. Poke it, punch it, or pick it up and throw it. It just keeps smiling.

The 5-inch-high, washable Smack-It costs $10.95. It comes with a user's guide.

For more information, contact Computer Fun, San Diego, California.
Circle 258 on reader service card.