FaxForum

How To Respond

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Are You Connected?

This month, "FaxForum" is conducting a reality check on technology. Most of us know the terms: voice mail, e-mail, on-line, cyberspace, and so forth. But are people— particularly trainers—actually using the latest high-tech options? What's more, do you welcome new technology? Do you see it as a way to do your job better? Or, do you worry that you might become "road kill on the information superhighway," as one trainer has said?

1. Do people in your organization have access to the following at work? (check all that apply)
- ☐ a voice-mail system
- ☐ an internal e-mail system
- ☐ the Internet
- ☐ LANs or other internal computer networks
- ☐ on-line services such as CompuServe and Prodigy (specify _____)

2. Do you think voice-mail and e-mail systems are effective ways to communicate?
☐ Yes   ☐ No
Why? _____
_____
_____
_____

3. Do you have access to an on-line service through your home computer?
☐ Yes   ☐ No
If yes, which service? _____
_____

4. What kinds of information do you access on-line, from work or home?
_____
_____
_____
_____
_____

5. On average, how many hours do you spend each day using on-line services? _____

6. During work hours, do you or colleagues in your firm play computer games on-line, or engage in non-work-related e-mail chats?
☐ Yes   ☐ No

7. Has new technology changed the way you conduct training?
☐ Yes   ☐ No
If so, how? _____
_____
_____
_____

8. Is technology causing people in the workplace to lose the "human touch"?
☐ Yes   ☐ No
In what ways? _____
_____
_____
_____

Optional:
Name _____
Organization _____
Address _____
_____
Telephone # _____
Fax # _____