

New Learning Tools

by Sacha Cohen

HR MANAGEMENT SOFTWARE

Aspetuck Systems introduces PERFect Personnel Records Manager, an integrated human resources software program for Windows 3.x and 95.

PRM 96 can be used with Microsoft Office and any insertable OLE object. This means that users can insert and store in PRM 96 any document, database element, spreadsheet, chart, graph, or scanned-in image from any major office software suite.

PRM 96 reports cover basic employee information, succession planning, salaries, benefits, government policies, affirmative action, and financial planning. The product manages salary administration, job analysis, workers' compensation, and job histories. It also covers EEO, AAP, OSHA, COBRA, and updates salaries and benefits.

Pricing starts at \$3,000 for a desktop version and can exceed \$100,000 for

the Enterprise version. PRM 96 operates on all major networks, including Novell, NT, Banyan, and WIN 3.11.

For more information, contact As-

petuck, Norwalk, Connecticut, 800/788-7555; e-mail 71222.443@compuserve.com.

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MULTICULTURAL MANNERS

When establishing relations with Asians, avoid body contact. When greeting, most people from France, Spain, Italy, Portugal, and other Mediterranean countries expect to be kissed on both cheeks. These are just a few of the nuances that you'll read about in *Multicultural Manners: New Rules of Etiquette for a Changing Society* by Norine Dresser.

Through real-life examples, Dresser presents differences in body language, eating habits, gender relations, religion, and language among native-born Americans and immigrants from Asia, the Caribbean, Eastern and Western Europe, Latin America, and the Middle East.

The three-part book includes:

- ▶ The New Rules of Communication
- ▶ Rules for Holidays and Worship
- ▶ Multicultural Health Practices.

The 285-page paperback costs \$14.95. For more information, contact John Wiley & Sons, New York, New York, 212/850-6339.

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VIDEOPHONE FOR DISTANCE LEARNING

Distance learning can be an affordable teaching option if you have the right tools. The Casio Phonemate LT-70P videophone enables transmission of full-screen, high-resolution color images with simultaneous audio, over a single phone line using standard TV.

The videophone features a sequential video format that displays a standard full-frame image every 3.5 seconds, or a high-resolution image every 30 seconds.

The LT-70P can transmit images captured with a camcorder, photo CD, or digital camera. Images can be stored in the internal memory or on a VCR, and can be printed on an



optional video printer.

The suggested price is \$1,899. For more information, contact Casio Phonemate, Torrance, California, 310/618-9910.

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POST-IT NOTES FOR WINDOWS

Post-it notes, one of the most widely used inventions of the twentieth century, are now available in a software version.

A dispenser on your computer screen holds multi-colored Post-it Notes for you to write and organize appointments, chores, reminders, and other handy tidbits. You can change the color, size, and font on these mini bulletin boards—and there's even an alarm to remind you of important events.

The software is available on a floppy disk for Windows 3.x for \$24.95. For more information, contact 3M at 612/733-1110 or visit the company's Web site at <http://www.mmm.com/psnotes>.

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JUST-IN-TIME MULTIMEDIA TITLES

ExecuTrain offers its line of five business-user multimedia titles including

- ▶ Microsoft Word for Windows 95 version 7.0 intermediate
- ▶ Microsoft PowerPoint for Windows 95 version 7.0 introduction
- ▶ Microsoft Excel for Windows 95 version 7.0 presentation skills.

The CD-ROMs use an animated guide and true application simulation. The animated guide, FRED (Focused Retentive Education Development), leads trainees through an interactive, virtual classroom that provides real-time correction and supports trainees' responses throughout the learning process.

Each course features a corresponding version of the company's Excu-Check software-based, skills-assessment tool.

The suggested retail price per CD-ROM is \$90. For more information, contact ExecuTrain, Alpharetta, Georgia, 800/437-2034.

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TESTING...ONE, TWO, TESTING...

The MZ-B3 MiniDisc portable recorder is a dictation device that includes

- ▶ stereo or monaural recording
- ▶ a built-in monaural microphone and speaker for convenient recording



capability and good sound quality to monitor playback

- ▶ digital, voice-operated recording (VOR).

The MZ-B3 package includes the FS-86B3 foot-control pedal and the MDR-U10M listening device. It costs \$999.95. For more information, contact Sony, 212/593-6387.

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CHAT-A-CHINI

This calorie-free paper pasta is an ice-breaker that's designed to stimulate conversation. To play: Pull a Chat-a-chini strip from the box and read the question aloud, then share the answers.

Selected questions are:

- ▶ What do you think is the most important idea of all time?
- ▶ What trend can one follow to be a step ahead?
- ▶ How do we begin to transform our culture?

Chat-a-Chini was created by Learned Enterprises. For more information contact Pfeiffer & Co., Erlanger, Kentucky, 606/647-3030.

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WORKING FAMILIES NEWSLETTER

According to the Economic Press, its monthly newsletter, *Working Families*, "promotes balance for today's working people."

Some topics in the April issue cover

- ▶ improving listening skills
- ▶ coping with a laid-off spouse who is depressed
- ▶ saving time with organizational tips
- ▶ cooking fettucine with asparagus and sugar snaps
- ▶ dealing with allergies.

For subscription information, contact the Economic Press, Fairfield, New Jersey, 800/526-2554.

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LEGAL AND EFFECTIVE EMPLOYMENT

"Legal and Effective Employment," a video-based training series from Coastal Human Resources presents real-life scenarios that convey critical legal information.

Titles in the series include "Legal and Effective Interviewing," "Legal and Effective Performance Appraisals," and "Legal and Effective Employment Terminations."

"Legal and Effective Interviewing" provides information about the appropriate interview tone, question



formatting, listening techniques, and the dos and don'ts of legal and effective questioning.

The videotapes are available for a free preview from Coastal Human Resources, Virginia Beach, VA, 800/285-9107. The three-part series costs \$995 and includes 10 desk references. Individual tapes cost \$495.

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PORTABLE, BRIGHT PROJECTOR

The EzPro 500 projector weighs nine pounds, four ounces, and it is the most lightweight carry-along projector available, according to the maker, CTX.

Its features include

- ▶ a high-power, low-cost 400W EVD halogen lamp
- ▶ a pop-up lens that folds into the projector for extra durability
- ▶ plug-and-play compatibility
- ▶ audio outputs
- ▶ a stand-by mode.

The projector also provides 270 ANSI lumens for "lights on" presentations.

For more information, contact CTX, Sunnyvale, CA, at 800/289-6786.

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■ New Learning Tools

Lite Tools



What do New York City, a piece of Swiss cheese, and a shark have in common?

They are all whimsical diskette holders designed by Stuart Karten Design for Ring King Visibles, an Iowa-based computer accessories manufacturer.

Diskets, Desktop Diskeepers are made of colorful, die-cut foam formed into animal shapes, pop images, and cityscapes.

Each diskeeper holds 25 3.5-inch diskettes and comes ready to assemble.

For more information, call Stuart Karten Design, 310/827-8722.

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ALL-DIGITAL PROJECTION

The Vista Pro high-brightness projector from Electrohome is based on Texas Instruments's three-chip Digital Light Processing engine. The product has more than 1,000 ANSI lumens of brightness, seamless imagery, digital accuracy, and color uniformity.

The all-digital architecture of the projector is supported by its intuitive, menu-driven control software and its fast and easy setup capability, says Electrohome.

For more information, contact Electrohome, Ontario, Canada, 519/744-7111.

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TRAVELS WITH A LAPTOP

With Michael Hewitt's book *Travels With a Laptop*, road warriors can learn

- ▶ how to select a laptop
- ▶ how to send faxes from a laptop
- ▶ how to get a laptop safely through

customs and security

- ▶ how to select an Internet service provider

- ▶ how to use a laptop in a hotel room.

The book is written humorously, with little technical jargon. Hewitt draws from his own experiences as a freelance journalist who, "by necessity, has had to become proficient in laptop usage and international telecommunications."

For more information, contact International Thomson Computer Press, Boston, MA, or the company's Web site <http://www.thomson.com/itcp.html>.

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Send press kits and items of interest to **New Learning Tools**, Training & Development, 1640 King St., Box 1443, Alexandria, VA 22313-2043. E-mail tools@astd.org.

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