

New Training Tools

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The Presenter's Consultant

Here's a software tutorial designed to help all levels of business presenters improve their communication skills.

The Presenter's Consultant, from Creative Communications, is a self-paced, interactive program with modules on visual aids, room configurations, and delivery techniques.

The Windows-based program features color visuals, graphics, animation, and sound clips. Users "walk through" the steps in planning, creating, and delivering a presentation.

The Presenter's Consultant comes with two 3.5-inch disks and a reference book containing all of the graphics and text in the courseware. The software requires at least an IBM 386 or compatible, 18 MB of hard-disk space, a VGA graphics adapter, mouse capability, DOS 5.0, and Windows 3.1. The package costs \$69.95.

For more information, contact Creative Communications, St. Louis, Missouri.

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Heads Up!

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Now, presenters can stop glancing at their watches to keep pace with their presentations. Speech-Lite, from Time Management, is a hands-free timer that works like a traffic light.

You can set Speech-Lite's yellow, green, and red projection lamps to any combination of time intervals—from one second to 100 minutes. A flashing red light signals that it's time to wind up a particular segment. The lights are visible from up to 50 feet.

Speech-Lite also features a repeat and a pause function.

Speech-Lite has a convenient carrying handle and fits into the aver-

age-size briefcase.

For more information, contact Vista Communications, based in Waxhaw, North Carolina.

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Molokai and Poly-What?

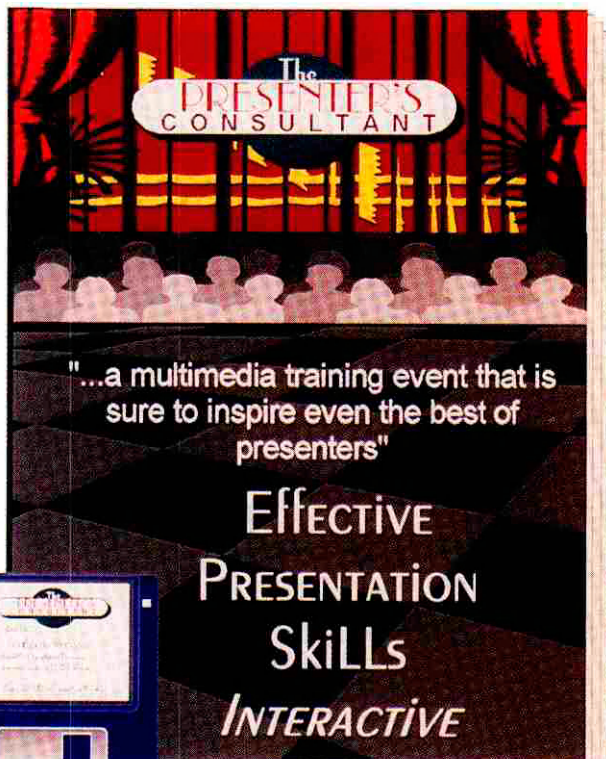
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More presenters are discovering that using humor and storytelling can enliven their presentations. Here's a taped program that shows how you can add these elements to your speeches and training sessions.

The series, "Humor and Storytelling Skills for the Professional Speaker"—from the National Speakers Association—provides tips from actors, from speaking coaches, and from professional speakers to help you engage your audience and get your message across.

The modules are as follows:

- ▶ Molokai, Maui Chips, and Macadamia-Nut Ice Cream With Hot Fudge Sauce: Finding and Developing Stories for Audience Impact and Retention
- ▶ From Data to Drama: The Crafting of Stories
- ▶ Enhancing the Artistry: Perspective From an Actor and Storyteller
- ▶ Stand-Up Comedy Secrets
- ▶ How To Work Your Humor to Maximum Advantage



Tools include presentation products, books on legal issues and team leaders, and what fashion-conscious commuters will be wearing (instead of their lunches).

How To Contact Training & Development Magazine

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New Training Tools

- ▶ Story: How To Mime Your Past To Illuminate Your Future
- ▶ Sunset, Scotch, and a Polyethylene Squirrel.

You have to admit that the titles are intriguing. You can choose from the videotape series (\$199) or audiotape series (\$99). Each set of seven tapes comes with a program workbook.

For more information, contact the National Speakers Association, in Phoenix, Arizona.

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The Million-Dollar Question

What is sexual harassment?

That's what many people ask when the issue of harassment comes up in their organizations.

When people (and organizations) don't know the answer, sexual harassment can cost millions of dollars in employee absenteeism, turnover, bad morale, and loss of productivity—not to mention lawsuits. Industry consultants estimate the costs to be \$6.7 million per year for the average *Fortune* 500 company.

How To Prevent Sexual Harassment: An Employer's Guide—published by Holbrook and Kellogg—helps identify some typical and not-so-typical signs of sexual harassment. The book also provides the elements of an effective policy, and it offers tips for constructing an in-house training program.

The 79-page softcover costs \$29. Quantity discounts are available.

For more information, contact Holbrook and Kellogg, Vienna, Virginia.

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Training and Law

Training and Legal Issues: The Law and How It Relates to Training—published by HRD Press—describes basic legal terms and processes related to the design, development, delivery, and management of training. The book also examines an organization's liability for discrimination in training, for failure to comply with mandates in trainee selection, and for inadequate or negligent training.

Lite Tools

Just for fun... Now that busy businesspeople are eating in their cars to save time, they need the Lapalong—a bib for grown-ups, from Mind's Eye. After all, no one wants to arrive at the office wearing Egg McMuffin.

And you thought that people only talk on the phone and work on their laptops while driving!

In fact, the New England Consulting Group of Westport, Connecticut, estimates that in today's mobile-office age, people consume, on average, one in six of their meals while on the road—and some of those are eaten by people who are actually operating motor vehicles.

The terry-cloth and nylon Lapalongs come in bright colors and feature reversible zipper pockets—for grown-up pacifiers, no doubt.

P.S.: The pacifiers are sold in some jewelry stores in New York.

For more information on the Lapalong, contact Mind's Eye, East Longmeadow, Massachusetts.

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The 100-page, 8-by-11-inch paperback costs \$14.95.

HRD Press also publishes *How To Hire Winners Legally*. The author, industrial psychologist Laurence Lipsett, tells how to find the best applicants, how to design legal application forms, and how to interview and test applicants efficiently and legally. The book aims to show how to spot and select "winners" without violating antidiscrimination laws.

For more information, contact HRD Press, Amherst, Massachusetts.

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In the Trenches

When teams "invade" an organization, frontline leaders can become casualties. Either their positions get cut, or they're expected to lead teams without having received any training.

The *Team Leader's Survival Guide*, published by Development

Dimensions International, provides the coaching and support that new frontline leaders may not get from their managers. According to authors Jeanne Wilson and Jill George, new team leaders report such problems as being confused about their new roles, feeling a loss of control, and not knowing how to share responsibility and accountability.

The user-friendly workbook covers 22 months of team development—from pre-team planning to “mature team” activities. It also features checklists, written exercises, descriptions of team dynamics to focus on at each stage, and scenarios that signal it’s time to call for help. Each month, an at-a-glance calendar lists things to do and ways to evaluate the team’s progress.

The hefty 289-page, spiral-bound softcover sports a handy built-in bookmark that doubles as a progress checklist.

For more information, contact DDI, Pittsburgh, Pennsylvania.

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The Video Shelf

Here’s a series of videotapes that takes its inspiration from the Old West. “Code of the West”—from ChartHouse International Learning—features three “story poems”: “The Fence That Me and Shorty Built,” “Ride for the Brand,” and “The Maverick Way.”

Sitting in front of a campfire, narrator Red Steagall recites colorful tales that impart lessons in change, quality, goal setting, strategic planning, and training for new employees.

Each tape comes with a facilitator’s guide. All tapes are available for rental or purchase. A special preview of the collection costs \$35.

For more information, contact ChartHouse International Learning, Burnsville, Minnesota.

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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.

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What have they been trained in?
When do they require retraining?
How much has their training cost?**



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