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- ☐ "Evaluating Training Programs: The Four Levels" by Donald L. Kirkpatrick
- ☐ "Organizational Justice and Human Resource Management" by Robert Folger, Russell Cropanzano
- ☐ "Transfer of Training: Action-Packed Strategies to Ensure High Payoff from Training Investments" by Mary L. Broad and John W. Newstrom

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- ☐ Personnel Training and Development / Individual Development Plan

Subscriptions

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Curriculum Development

Books

General Topic: Curriculum Development

Sub Topic: Books

Name of Tool: "Creating Training Courses When You're Not a Trainer: Quick Course Design, Development, and Delivery for Subject Matter Experts, Managers, and Other Nontrainers", by Donald V. McCain

Description: This book takes a subject matter expert, a manager, and yes, even a training professional step-by-step through the design, development, and delivery processes. Lots of charts, checklists, and worksheets make it particularly easy to use - helps me get my act together before I begin to work with someone else!

How to acquire: ASTD Press. (copyright 1999)

Web site address: <http://www.astd.org>

Cost: ASTD Member Price: \$20.95.

Referred by: Alice Clive

General Topic: Curriculum Development

Sub Topic: Books

Name of Tool: "Design Your Own Games and Activities: Thiagi's Templates for Performance Improvement" by Sivasailam Thiagarajan (comes with a CD)

Description: Framgames, simulation games, interactive strategies, activities arranged by topic - I pull this book off the shelf often to get ideas and inspiration - it's a treasure trove. The author has been designing a new interactive activity every day of the year since March 21, 1998! He has published more than 200 training games and written 20 books on interactive strategies for improving performance.

How to acquire: Published by Jossey-Bass / Pfeiffer (<http://www.pfeiffer.com>) (copyright 2003).

<http://www.thiagi.com/> (Check out Thiagi's free online monthly newsletter!)

Web site address: <http://www.thiagi.com/>

Cost: Approximately \$55.00.

Referred by: Alice Clive

General Topic: Curriculum Development

Sub Topic: Books

Name of Tool: "Evaluating Training Programs: The Four Levels" by Donald L. Kirkpatrick

Description: In 1959, Donald Kirkpatrick developed a four-level model for evaluating training programs - and it became the "Kirkpatrick Model" that is the most-widely used approach today. Anyone doing any "evaluation" should own at least one book about this "classic" in the field.

How to acquire: Published by Berrett-Koehler Publishers, Inc., San Francisco, CA and ASTD Press (copyright 1994).

Web site address:

Cost: Approximately \$35.00.

Referred by: Claire Nolin

General Topic: Curriculum Development

Sub Topic: Books

Name of Tool: "Prop Up Your Presentation: A Reference Guide of Props for Teaching" by Brian Deck

Description: This dandy little book points out that when you use your marker to point to a chart, you are using a prop! Used correctly, props can greatly enhance your training sessions. This paperback gives 6 general rules for using props and lots of ideas of what to use, how to use it, and where to get it.

How to acquire: Tool Thyme for Trainers:

Due to Hurricane Katrina business operations have been set-up in the new Baton Rouge office: (225) 615-7045

Web site address: <http://www.tool-trainers.com>

Cost: My copy is autographed! Approximately \$10.00 at a conference years ago.

Referred by: Alice Clive

General Topic: Curriculum Development

Sub Topic: Books

Name of Tool: "Transfer of Training: Action-Packed Strategies to Ensure High Payoff from Training Investments" by Mary L. Broad and John W. Newstrom

Description: The names Broad and Newstrom are synonymous with transfer and this book is another "classic". Especially helpful is the inside front cover - which lists specific transfer actions, who should take them (manager, trainer, trainee), and at what stage (before, during, or following training).

How to acquire: Published by Addison-Wesley Publishing Company, Inc., Reading, MA. (copyright 1992). ISBN: 0-201-19274-8.

Web site address: <http://www.aw-bc.com/>

Cost: You can get a used edition on Amazon.com for \$8.10!

Referred by: Claire Nolin

General Topic: Curriculum Development

Sub Topic: Books

Name of Tool: "The New Mager Six-Pack"

Description: "The New Mager Six-Pack" - a set of six paperback books:

1. Analyzing Performance Problems
2. Preparing Instructional Objectives
3. Measuring Instructional Results
4. How to Turn Learners On...without Turning Them Off
5. Goal Analysis
6. Making Instruction Work

Robert F. Mager is one of the most widely-read writers in training and education. These books are chock full of practical content, examples, illustrations, flowcharts, checklists, diagrams, and applicable information. Need a jump start and don't know where to turn? Start with Mager. We use these for reference.

How to acquire: Published by The Center for Effective Performance, Inc., 1100 Johnson Ferry Road, Suite 150 • Atlanta, GA 30342. Phone: (770) 458-4080 or (800) 558-4237. Copyright: 1997, 1983, 1984

Web site address: <http://www.cepworldwide.com/>

Cost: Current price is listed on the web as \$122.00.

Referred by: Claire Nolin

General Topic: Curriculum Development

Sub Topic: Books

Name of Tool: Sharon Bowman: Her books and her website

Description: Sharon Bowman (author, trainer, and consultant) is the owner of Bowperson Publishing and Training, Inc. She's a 30-year veteran teacher and trainer and author of several popular training books - the two I would like to bring to your attention are: The Ten-Minute Trainer: 150 Ways to Teach It Quick and Make it Stick and Preventing Death by Lecture: Terrific Tips for Turning Listeners Into Learners. These books are terrific! There are lots of accelerated learning techniques you can use immediately in these books - along with just a little "theory" to explain why these techniques work as well as they do. When I need ideas about how to weave in some interactivity - I turn to these books. Sharon's website is also very helpful - check out the resources section!

How to acquire: Bowperson Publishing Co., The Trainer's Warehouse catalog, Pfeiffer (John Wiley & Sons, Inc.)

Web site address: <http://www.Bowperson.com>

Cost: The Ten-Minute Trainer: \$35.00

Preventing Death by Lecture: \$15.95.

Referred by: Alice Clive

General Topic: Curriculum Development

Sub Topic: Books

Name of Tool: Trainer's Warehouse Catalog

Description: This catalog is a "candy store" for trainers. If you need toys, signs, signals, games, accessories, easels, flip charts, awards, visuals, audio effects, books, carts - whatever - this is definitely one place to look. Definitely gets your creative juices flowing!

How to acquire: Address: 89 Washington Avenue, Natick, Massachusetts, 01760-3441.

Call for a catalog (800-299-3770) or go online.

Web site address: <http://www.trainerswarehouse.com>

Cost: It's free to get on their mailing list.

Referred by: Alice Clive

Curriculum Development

Subscriptions

General Topic: Curriculum Development

Sub Topic: Subscriptions

Name of Tool: "Training Treasures; The Visual Idea-Book for Creative Trainers and Presenters"

Description: Training Treasures is published 4 times a year by Orion Training Company. If you are visually-oriented, like graphics, etc., this is the magazine for you! To quote directly from the periodical - "The content for Training Treasures is primarily timeless stuff...great ideas that have no expiration date. Each issue is a non-dated collectible. Back issues are available through the web site." Every issue has a theme with great ideas you can immediately put into practice. Our latest issue focuses on how to generate suspense, build tension and anticipation, and produce intense curiosity with a "secret technique"!

How to acquire: Training Treasures

14007 SE 28th Street

Vancouver, WA 98683

Phone: 360-883-0610

E-Mail: mailbox@trainingtreasures.com

Web site address: <http://www.trainingtreasures.com>

Cost: The annual subscription rate is \$129.00.

Referred by: Alice Clive

General Topic: Curriculum Development

Sub Topic: Subscriptions

Name of Tool: ASTD Info Lines

Description: We've been subscribing to ASTD's Info Lines for years. They are a monthly paperback booklet and almost any topic you can name has been covered. They are 3-hole punched so you can store them in a binder. There's usually a one-page job aid in the back; and often each issue contains lots of templates, checklists, etc. We use them as a tool as well as a reference.

How to acquire: Use this link: http://store.astd.org/subs_infoline.asp for subscription information.

Web site address: http://store.astd.org/subs_infoline.asp

Cost: Member rate: \$89 for 12 monthly issues

Non member rate: \$129.

Referred by: Claire Nolin

General Topic: Curriculum Development

Sub Topic: Subscriptions

Name of Tool: Learning TRENDS (The MASIE Center) Newsletter

Description: Learning TRENDS, by Elliott Masie is published by The MASIE Center, Inc. (<http://www.masie.com>) - it's free to subscribe to this online newsletter. I've been getting and reading this newsletter for years. It's great - always cutting edge about what's on the technology and learning fronts. The newsletter currently enjoys 53,505 readers from around the world. When Elliott polls his audience, he always shares the results! Very educational and informative.

How to acquire: To receive Learning TRENDS by Elliott Masie, please go to <http://www.masie.com/list/> for subscription information.

Web site address: <http://www.masie.com/list/>

Cost: No cost.

Referred by: Alice Clive

General Topic: Curriculum Development

Sub Topic: Subscriptions

Name of Tool: The Accidental Trainer (TAT)

Description: The Accidental Trainer is a company that acts as a free resource serving a community of individuals who have "accidentally" become trainers - be they one-person training departments, HR personnel with a training hat, subject matter experts, etc.

I subscribe to the free monthly ezine. The thing that intrigued me in the latest issue - the featured book of the month: Laugh and Learn: 95 Ways to Use Humor for More Effective Teaching and Training, by Doni Tamblyn. I also like to check out the instructional design tips, presentation/facilitation tips, and the technology tips.

When I'm able, I participate in the free monthly teleseminars. The teleseminars are one hour in duration and are free - except for the hour-long toll call. Industry experts that have been interviewed have been very informative; and there's an opportunity to speak with them and ask

questions. All teleseminars are recorded. They are downloadable as MP3 files from the web or available on CD. To see a listing of offerings, visit the TAT store:
<http://www.theaccidentaltrainer.com/merchandise.htm>

How to acquire: Online.

Web site address: <http://www.theaccidentaltrainer.com/>

Cost: The subscriptions are free.

Referred by: Alice Clive

Curriculum Development

Web sites

General Topic: Curriculum Development

Sub Topic: Web sites

Name of Tool: Camtasia

Description: Camtasia Studio is the complete professional solution for screen recording, editing and sharing high-quality screen video on the Web, CD-ROM and portable media players, including iPod.

How to acquire:

Web site address: <http://www.techsmith.com/camtasia.asp>

Cost: Contact Vendor

Referred by: Willy C. Isaac

General Topic: Curriculum Development

Sub Topic: Web sites

Name of Tool: Popular Education

Description: Popular Education is a term used to describe learner-centered education that gets at the root of the issue of power by using education for action. It's more than a tool, it's really a school of thought. It was first put forward by a very cool educator, Paolo Friere, who wrote Pedagogy of the Oppressed, and lived in Brazil most of his life. His reach was all over the developing world, especially South and Central America. But his ideas were brought to the USA by Myles Horton, who started the Highlander Research and Education Center in New Market, Tennessee. Paolo and Myles "talked" a book together that really gives you insight into the historical roots of this amazing way of teaching. Highlander has been around for 70 years and was the education center for SNCC during the civil rights movement in the 50's. It is the place where Rosa Parks took a workshop the week before she decided to sit down on the bus on that fateful day in Montgomery, Alabama. I've been using Popular Education materials and methods for almost 30 years and they ALWAYS work, especially when you've got content materials that lend themselves to looking at the broader issues of power and control.

How to acquire: You can download some great materials from a few websites, listed below, or you can contact me at: jane.fleishman@po.state.ct.us and I'd be happy to share with you many more

exercises and ideas. Also, the Highlander website gives you access to some great resources that might help you learn more about the whole school of thought.

Web site address: <http://www.highlandercenter.org>

<http://www.poped.org>

Cost: No cost.

Referred by: Jane Fleishman

General Topic: Curriculum Development

Sub Topic: Web sites

Name of Tool: ROPES - Review, Overview, Present, Exercise and Summarize

Description: Model for instructional design. Typically used after you have identified your instructional objectives and is part of an overall Instructional Design Strategy. ROPES provides a prescribed guide/model for developing lessons to ensure that: trainees are given the opportunity to relate previous learning to current learning; are given a clear description of what will be covered in the lesson; the requisite knowledge/concepts/skills are described and modeled to the learner's satisfaction; sufficient practice is provided that is closely aligned with actual expected job performance; the lesson is adequately reviewed and that learners can demonstrate achievement of a particular instructional objective.

How to acquire: I am not sure where this model originated from. An example is found at the website below. Although it gives a nice summary of each component, it does not state the importance of defining instructional objectives that adhere to Mager's philosophy as a first step. A good instructional objective will, in essence, lead you to an instructional design. I have attached my version of ROPES that I have modified over the years from various sources including the below link and from my own experiences.

Web site address: http://business.baylor.edu/James_Moshinskie/ROPES.HTM

Cost: No cost.

Referred by: Ned Grayeb

General Topic: Curriculum Development

Sub Topic: Web sites

Name of Tool: Snag-IT

Description: With SnagIt, you can select anything on your screen - an area, image, article, Web page, or error message - and capture it. Then, save the screen capture to a file, send it to SnagIt's editor to add professional effects, share it by e-mail, or drop it into PowerPoint®, Word®, or another favorite application.

How to acquire:

Web site address: <http://www.techsmith.com/snagit.asp>

Cost: Contact Vendor for details.

Referred by: Willy C. Isaac

General Topic: Curriculum Development

Sub Topic: Web sites

Name of Tool: SVI Course Customizer

Description: A customizer we use for computer training. It allows us to customize computer training manuals and print an unlimited amount of manuals for conducting in-house computer training.

How to acquire: Go to their website and order the "customizer".

Web site address: <http://www.svitrain.com>

Cost: \$2,995 for 10 titles, \$3,995 for 20 titles.

Referred by: Carol Carney

General Topic: Curriculum Development

Sub Topic: Web sites

Name of Tool: University of Colorado at Denver website about Instructional Design Models

Description: I use this as a handy reference site. What do you want to know more about? The Cone of Experience? ADDIE (Analysis, Design, Development, Implementation, Evaluation)? Criterion Referenced Instruction (Robert Mager)? The Dick and Carey Model? Gagne's Principles? ISD (Instructional Systems Design)? Bloom's Taxonomy? Andragogy (Malcom Knowles)? It's all just a click away - in one nice big long list - with links!

How to acquire: See the website.

Web site address: http://carbon.cudenver.edu/~mryder/itc_data/idmodels.html

Cost: Free - available on the Internet.

Referred by: Alice Clive

General Topic: Curriculum Development

Sub Topic: Web sites

Name of Tool: Wall Street Journal Career Web site

Description: I use the WSJ Career section web site to get the latest articles on career development, interviewing, resumes and job search techniques. The site has great information for job seekers and career changers. It also has a section on managing your career. I use it to develop curriculum for the above subject areas. I also use it when assisting staff to prepare for interviews. It is a good reference to keep current on trends in employment issues and is very useful for our career development staff who work directly with clients.

How to acquire: Online.

Web site address: <http://www.careerjournal.com>

Cost: No cost.

Referred by: Carla Pintauro

General Tools

Equipment

General Topic: General Tools

Sub Topic: Equipment

Name of Tool: Lightweight, portable movie screen

Description: This screen is one of the best purchases we have ever made. It's easy to carry, and sets up in a snap - simply open the case and raise the screen to the desired height. It doesn't get any easier than this!

How to acquire: Da-Lite Screen Company (search under portable and tripod screens).

Web site address: <http://da-lite.com>

Cost: Approximately \$300.00.

Referred by: Claire Nolin

General Tools

IceBreaker/Activities

General Topic: General Tools

Sub Topic: IceBreaker/Activities

Name of Tool: Building a Bridge

Description: Using a basic box of Lego's (\$7.95 at any toy store), you split the group into two teams. One team is design and the other construction. The design team has to come up with a plan without actually building it. They then have five minutes to communicate their design to the construction team, who have been sequestered in another room. Once the five minutes for the joint meeting has elapsed, the design team cannot speak to the construction team. Construction is then left to their own understanding of the plan to build the bridge as close to the design as they can. This is a wonderful exercise I have used for many years, which I learned from a US Department of Labor Cooperative Labor-Management Training and give them complete credit for. It works really well with teams that have difficulty with communication and really gets the point across in a fun and long-lasting way. Once, I had a team that wanted to bring their completed bridge back to work with them because it was the first time they had ever done anything well together. I told them it was just a box of legos, but, to them, it meant much more.

How to acquire: I can send you the information and the worksheets if you email me at jane.fleishman@po.state.ct.us Legos are available at any toy store.

Web site address:

Cost: \$7.95

Referred by: Jane Fleishman

General Topic: General Tools

Sub Topic: IceBreaker/Activities

Name of Tool: Find Your Match

Description: 1. a paper list of things to complete (i.e., my favorite ice cream flavor, slogan, flower, vacation spot, vehicle, number of languages I speak);

2. after self completing, find one person per item to sign your sheet as a match;

3. survey how many matched the most number;

4. observe how people found their matches - actively or passively;

5. use for ice breaker, get group to know each other if they will be together for multiple sessions/long program, emphasize diversity ("we all have lots in common", "we all do/approach things differently."

How to acquire: Make it up, but don't call it Find Your Match (language from National Multi-Cultural Inst. - Diversity Training vendor for DMHAS)

Web site address:

Cost: No cost.

Referred by: Barbara King

General Topic: General Tools

Sub Topic: IceBreaker/Activities

Name of Tool: Hula Hoop

Description: Hula Hoop - a device that requires physical and mental prowess to spin it around the body. It is used as a team building tool. 6-8 people are asked to figure out how they can lift the hula hoop over their heads with each person having contact with the hoop. What ensues is the usual difficulties of accomplishing a task, however seemingly simple (even silly), e.g., functioning in a small space, timing, physical dexterity, passivity versus aggressiveness, who's the first (last), who just giggles, who's the leader, detail skills versus motivational capacities. This can be a quick ice breaker or a half day module that uses the exercise to launch learning on the essentials of team functioning.

How to acquire: Purchase at any Dollar Store.

Web site address: n/a

Cost: \$1.00

Referred by: Joe Marcoux

General Tools

Online Skill Development Training

General Topic: General Tools

Sub Topic: Online Skill Development Training

Name of Tool: VTC Online University

Description: The VTC Online University offers you unlimited access to over 55,794 video tutorials covering over 418 subject areas.

How to acquire:

Web site address: <http://www.vtc.com/>

Cost: Contact Vendor for details.

Referred by: Willy C. Isaac

General Topic: General Tools

Sub Topic: Online Skill Development Training

Name of Tool: Mindleaders

Description: On-line training (aka e-learning) which is under contract through Dept of Information Technology to provide training to state agencies. While there are options, for \$28.69 each learner at your agency can have access to hundreds of classes online including Microsoft office training, leadership and supervisory skills, customer service, and many other desirable titles. There is no minimum or maximum number of students an agency may enroll - as few as 1, or thousands. A website is designed for your agency with only the classes you want offered. You may customize training options for different groups - for example: 5 courses all clerical staff should take, or a series of introductory supervisory classes available to your agency leadership. Users can log on at their convenience. If there is a drawback, it is that certain technology is required, such as sound and video.

How to acquire: Right now I am working on a collaboration to make Mindleaders information accessible from the DAS Learning Center. You can read more about it on the DoIT website as well, or contact the company directly. You can also check out their website below, and click on 'course catalogue' and 'business'. Disregard the prices listed because DoIT got special pricing for state agencies. John D. Schwenker Jr. Senior Account Executive, East Region 800-223-3732 ext. 1705 Fax 614-880-1706 jschwenker@mindleaders.com.

Web site address: <http://www.mindleaders.com/solutions/government.asp>

Cost: \$28.69 per student for all classes for 1 year.

Referred by: Peggy Zabawar

General Topic: General Tools

Sub Topic: Online Skill Development Training

Name of Tool: Online Web-based Training - CT Lead Inspectors

Description: Pre-taped training program for CT lead inspectors and lead inspector/risk assessors that allows individuals to participate in this annual mandatory recertification program without having to travel to Hartford. The program includes video taped segments, PowerPoint presentations, and hands-on demonstrations, thus using several different tools in one.

How to acquire: Any agency with the technology or the funds to purchase it.

Web site address: Not available yet as this is still in the development phase; launching in August

Cost: Not sure

Referred by: Ana Chambers

General Topic: General Tools

Sub Topic: Online Skill Development Training

Name of Tool: **Organization:** The Center for Accelerated Learning **Product:** CourseBuilder

Description: From the Center's web site: "The Center For Accelerated Learning was founded by Dave Meier in 1980 and since then has prepared more corporate training professionals in accelerated learning than any other organization worldwide. Today author and learning consultant Dave Meier is one of the world's top authorities on accelerated learning as applied to corporate training."

Visit the Center's website to learn about workshops, products, tips, resources, links, and what accelerated learning is. We highly recommend the Accelerated Learning Training Methods workshop - it was excellent in every respect. We have purchased CourseBuilder - a complete system for rapid course design. It contains a CD, manuals, and templates. It is expensive, but worth it if you are committed to accelerated learning principles and interactive learning methods. We use the kit to get ideas, often modifying what we find to suit our needs. We also own The Accelerated Learning Handbook - excellent.

How to acquire: Online.

Web site address: <http://www.alcenter.com/alindex.html>

Cost: Approximately \$1,000 - as workshop participants, we got a break in the price.

Referred by: Claire Nolin

General Tools

Resources - Online

General Topic: General Tools

Sub Topic: Resources - Online

Name of Tool: Online Dictionary

Description: Quick, fast, easy. This is much more than a dictionary. It's also a thesaurus, translator, encyclopedia, almanac, foreign-language dictionary, etc. You can get the "word of the day" and the "Spanish word of the day". So check it out, if you haven't already!

How to acquire: Online.

Web site address: <http://dictionary.reference.com/>

Cost: No cost.

Referred by: Claire Nolin

General Tools

Software to Create Online Learning

General Topic: General Tools

Sub Topic: Software to Create Online Learning

Name of Tool: Adobe Acrobat Connect Professional

Description: Combined with PowerPoint slides, you can create a presentation for employees and put it on your website. It is very good for introduction courses and compliance training. Students can review it repetively and /or a trainer can facilitate it in a group setting. Here is a State example on the Core-CT website: <http://www.core-ct.state.ct.us/89-training/hr/Default.htm> See HRMS 8.9 Overview. Computers require Flash, which is generally already on them or it can be downloaded for free.

How to acquire: Contact Adobe on their website or call 1-888-649-2990.

Web site address: <http://www.adobe.com/products/acrobatconnectpro/>
<http://www.adobe.com/products/breeze/index.html>

Cost: Approximately \$1000 per license in 2005; \$1000 for one year maintenance contract.

Referred by: Cathy Bysiewicz-Cluen

Group Facilitation & Process Improvement

Books

General Topic: Group Facilitation & Process Improvement

Sub Topic: Books

Name of Tool: "Facilitation at a Glance!" by Ingrid Bens, M.Ed. (joint publication of GOAL/QPC and Association of Quality and Participation, or AQP).

Description: This is a pocket-size book of tools and techniques for effective meeting management in the areas of: what is facilitation, knowing your participants, creating participation, facilitating conflict, effective decision making, meeting management, and process tools for facilitation. I use it as a reference to review my knowledge and skills from time to time.

How to acquire: Purchase it from GOAL/QPC; 1-800-643-4316.

Web site address: <http://www.goalqpc.com>

Cost: \$10.95 (price varies depending upon how many copies you purchase).

Referred by: Karen Caliendo

General Topic: Group Facilitation & Process Improvement

Sub Topic: Books

Name of Tool: The Pfeiffer Annuals

Description: The Pfeiffer Annuals are published each year as a two-volume set - you get two books and two CD ROMs. Each volume offers ready-to-use materials, including exercises, activities, games, instruments, and assessments, for use during a training or team learning event. The Pfeiffer Annual: Training focuses on skill building and knowledge enhancement and also includes cutting-edge articles. The Pfeiffer Annual: Consulting focuses on intervention techniques and organizational systems. It also includes skill building for the professional consultant. Everything in the Annuals may be duplicated for educational and training purposes. If you need to adapt or modify the materials, you may do so - as long as you include a specific credit statement on each of your pages. If you intend to duplicate more than 100 copies, you are requested to contact the company for written permission. We most often use the Annuals to help us get ideas when we are designing workshops or other learning or intervention events. They help us to remain innovative and up-to-date; and keep us from getting stale and in a rut.

How to acquire: John Wiley & Sons, Inc. Published by Pfeiffer, an Imprint of Wiley
989 Market Street, San Francisco, CA 94103-1741.

Web site address: <http://www.pfeiffer.com>

Cost: Approximately \$130.00 per set.

Referred by: Alice Clive

Group Facilitation & Process Improvement

Subscriptions

General Topic: Group Facilitation & Process Improvement

Sub Topic: Subscriptions

Name of Tool: ASTD Info Lines

Description: We've been subscribing to ASTD's Info Lines for years. They are a monthly paperback booklet and almost any topic you can name has been covered. They are 3-hole punched so you can store them in a binder. There's usually a one-page job aid in the back; and often each issue contains lots of templates, checklists, etc. We use them as a tool as well as a reference.

How to acquire: Use this link: http://store.astd.org/subs_infoline.asp for subscription information.

Web site address: http://store.astd.org/subs_infoline.asp

Cost: Member rate: \$89 for 12 monthly issues

Non member rate: \$129.

Referred by: Claire Nolin

General Topic: Group Facilitation & Process Improvement

Sub Topic: Subscriptions

Name of Tool: The Accidental Trainer (TAT)

Description: The Accidental Trainer is a company that acts as a free resource serving a community of individuals who have "accidentally" become trainers - be they one-person training departments, HR personnel with a training hat, subject matter experts, etc.

I subscribe to the free monthly ezine. The thing that intrigued me in the latest issue - the featured book of the month: Laugh and Learn: 95 Ways to Use Humor for More Effective Teaching and Training, by Doni Tamblyn. I also like to check out the instructional design tips, presentation/facilitation tips, and the technology tips.

When I'm able, I participate in the free monthly teleseminars. The teleseminars are one hour in duration and are free - except for the hour-long toll call. Industry experts that have been interviewed have been very informative; and there's an opportunity to speak with them and ask questions. All teleseminars are recorded. They are downloadable as MP3 files from the web or available on CD. To see a listing of offerings, visit the TAT store:

<http://www.theaccidentaltrainer.com/merchandise.htm>

How to acquire: Online.

Web site address: <http://www.theaccidentaltrainer.com/>

Cost: The subscriptions are free.

Referred by: Alice Clive

Group Facilitation & Process Improvement

Web sites

General Topic: Group Facilitation & Process Improvement

Sub Topic: Web sites

Name of Tool: Investor in People

Description: Proven frameworks for delivering business improvement through people.

How to acquire:

Web site address: <http://www.investorsinpeople.co.uk/Pages/Home.aspx>

Cost: Most of the information is free.

Referred by: Willy C. Isaac

General Topic: Group Facilitation & Process Improvement

Sub Topic: Web sites

Name of Tool: Lean Thinking

Description: Lean Thinking

<http://www.epa.gov/lean/thinking/index.htm>

Principles of Lean Thinking Tools & Techniques for Advanced Manufacturing

http://www.itc.mb.ca/downloads/resources_by_topic/princ_lean%20thinking/PrinciplesofLeanThinkingRevD2004.pdf.

How to acquire:

Web site address: <http://www.epa.gov/lean/thinking/index.htm>

Cost: Most of the information is freely available on web.

Referred by: Willy C. Isaac

General Topic: Group Facilitation & Process Improvement

Sub Topic: Web sites

Name of Tool: Malcom Baldrige National Quality Award

Description: Free Organizational Performance materials.

Available from the Baldrige National Quality Program http://baldrige.nist.gov/NIST_Materials.htm

How to acquire:

Web site address: <http://baldrige.nist.gov/>

Cost: No cost.

Referred by: Willy C. Isaac

General Topic: Group Facilitation & Process Improvement

Sub Topic: Web sites

Name of Tool: Meeting Startup at a Glance

Description: This is a great tool using visual facilitation to start a meeting by clearly explaining the Outcomes, Agenda, Roles and Rules (OARRs).

How to acquire: Online.

Web site address: <http://www.Grove.com>

Cost: 19.00 - handy meeting planning tools with all of the Grove's Graphic Guides®. Plan the agenda of your next meeting or facilitation gig with these 6" x 4" laminated cards featuring all 19 templates and a card depicting the Strategic Visioning Model. Includes a brief description of each process and useful tips on the back of each card.

Referred by: Alexis Crean

General Topic: Group Facilitation & Process Improvement

Sub Topic: Web sites

Name of Tool: PDCA

Description: <http://en.wikipedia.org/wiki/PDCA>

<http://www.asq.org/learn-about-quality/project-planning-tools/overview/pdsa-cycle.html>

W. Edwards Deming - http://en.wikipedia.org/wiki/W._Edwards_Deming

Walter Andrew Shewhart - http://en.wikipedia.org/wiki/Walter_A._Shewhart

How to acquire:

Web site address: <http://en.wikipedia.org/wiki/PDCA>

Cost: Many web resources are freely available.

Referred by: Willy C. Isaac

General Topic: Group Facilitation & Process Improvement

Sub Topic: Web sites

Name of Tool: Six Sigma

Description: Start reading at http://en.wikipedia.org/wiki/Six_Sigma.

How to acquire:

Web site address: http://en.wikipedia.org/wiki/Six_Sigma

Cost: Most of the information is freely available on web.

Referred by: Willy C. Isaac

OD & Employee Development

Books

General Topic: OD & Employee Development

Sub Topic: Books

Name of Tool: "Beyond Free Coffee & Donuts: Marketing Training and Development" by Sophie Oberstein with Jan Alleman

Description: The authors know so much more about marketing than I do - and they do a good job of relating the discipline to the training field. Do you know which marketing competencies you're good at? This book contains a self-assessment for 14 marketing competencies and a marketing readiness checklist - and that's just the first chapter! Planning the rollout of your training, writing like a marketing pro, measuring the results of your marketing efforts - this book is a practical primer for anyone interested in doing a better "selling" job. Contains helpful examples and charts. Good inspiration and reference source when developing yet another training notice!

How to acquire: ASTD Press (800-628-2783).

Web site address: <http://www.astd.org>

Cost: Approximately \$30.00.

Referred by: Alice Clive

General Topic: OD & Employee Development

Sub Topic: Books

Name of Tool: "Evaluating Training Programs: The Four Levels" by Donald L. Kirkpatrick

Description: In 1959, Donald Kirkpatrick developed a four-level model for evaluating training programs - and it became the "Kirkpatrick Model" that is the most-widely used approach today. Anyone doing any "evaluation" should own at least one book about this "classic" in the field.

How to acquire: Published by Berrett-Koehler Publishers, Inc., San Francisco, CA and ASTD Press (copyright 1994).

Web site address:

Cost: Approximately \$35.00.

Referred by: Claire Nolin

General Topic: OD & Employee Development

Sub Topic: Books

Name of Tool: "Organizational Justice and Human Resource Management" by Robert Folger, Russell Cropanzano

Description: Great resource for developing an organizational culture where organizational fairness in policies and procedures is considered.

How to acquire: SAGE Publications - Barnes & Noble - ISBN 0-8039-5687-8.

Web site address: <http://www.barnesandnoble.com>

Cost: \$52.95

Referred by: Janice Schuyler

General Topic: OD & Employee Development

Sub Topic: Books

Name of Tool: "Transfer of Training: Action-Packed Strategies to Ensure High Payoff from Training Investments" by Mary L. Broad and John W. Newstrom

Description: The names Broad and Newstrom are synonymous with transfer and this book is another "classic". Especially helpful is the inside front cover - which lists specific transfer actions, who should take them (manager, trainer, trainee), and at what stage (before, during, or following training).

How to acquire: Published by Addison-Wesley Publishing Company, Inc., Reading, MA. (copyright 1992). ISBN: 0-201-19274-8.

Web site address: <http://www.aw-bc.com/>

Cost: You can get a used edition on Amazon.com for \$8.10!

Referred by: Claire Nolin

OD & Employee Development

Employee Development Tools

General Topic: OD & Employee Development

Sub Topic: Employee Development Tools

Name of Tool: Employee Career and Staff Development Interest Survey

Description: This is a one-page career and staff development form that employees can complete to inform Human Resources (HR) about topics that interest them for program planning purposes. It lists several topics in a "check the box" format but leaves room for an employee to write in topics that are not already on the list.

How to acquire: Call Karen Caliendo at the Department of Environmental Protection at (860) 424-3163 or e-mail her at karen.caliendo@po.state.ct.us.

Web site address:

Cost: Nothing.

Referred by: Karen Caliendo

General Topic: OD & Employee Development

Sub Topic: Employee Development Tools

Name of Tool: Myers-Briggs Type Indicator (MBTI®)

Description: The MBTI is a self discovery tool used to identify a person's natural preferences. These preferences influence all aspects of life, especially how we communicate. By understanding our individual preferences we can better communicate and understand others. The MBTI is used in career counseling, teambuilding, conflict management, leadership/management and organizational development.

How to acquire: You must be qualified to administer, interpret the MBTI before you can purchase materials. To become qualified you must go through a training program and pass an exam.

To obtain MBTI qualification training contact:

- Association for Psychological Type (APT), <http://www.aprinternational.org>
- Center for Application of Psychological Type (CAPT), <http://www.capt.org>

To purchase MBTI materials contact:

- CPP, Inc.(formally Consulting Psychologists Press), <http://www.cpp-db.com>
- Center for Application of Psychological Type (CAPT), <http://www.capt.org>

Web site address: <http://www.aprinternational.org>

<http://www.capt.org>

<http://www.cpp-db.com>

Cost: The Self-scorable MBTI instrument Form M costs \$86.50/package of 10.

Referred by: Deana Giordano

General Topic: OD & Employee Development

Sub Topic: Employee Development Tools

Name of Tool: Personnel Training and Development / Individual Development Plan

Description: This is a questionnaire that employees can complete prior to performance appraisals and/or career coaching sessions to guide their discussions with their supervisors about their career goals. Questions cover such topics as education, work experience, special skills, areas of professional interest, and training that employees have taken or would like to explore. The Individual Development Plan Goals Setting Chart supplements the questionnaire. Answers to Individual Development Plan (IDP) Frequently Asked Questions are also available to employees. Employees access the information via the department's Intranet site.

How to acquire: Contact Karen Caliendo at (860) 424-3163 or karen.caliendo@po.state.ct.us.

Web site address:

Cost: No cost.

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Referred by: Claire Nolin

General Topic: OD & Employee Development

Sub Topic: Subscriptions

Name of Tool: Herman Trend Alert

Description: Weekly article e-mailed on Wednesdays or you can go the website to read it. Discusses workforce development issues and trends.

How to acquire: Sign up for list serve on website.

Web site address: <http://www.hermangroup.com>

Cost: No cost.

Referred by: Cathy Bysiewicz-Cluen

General Topic: OD & Employee Development

Sub Topic: Subscriptions

Name of Tool: Learning TRENDS (The MASIE Center) Newsletter

Description: Learning TRENDS, by Elliott Masie is published by The MASIE Center, Inc. (<http://www.masie.com>) - it's free to subscribe to this online newsletter. I've been getting and reading this newsletter for years. It's great - always cutting edge about what's on the technology and learning fronts. The newsletter currently enjoys 53,505 readers from around the world. When Elliott polls his audience, he always shares the results! Very educational and informative.

How to acquire: To receive Learning TRENDS by Elliott Masie, please go to <http://www.masie.com/list/> for subscription information.

Web site address: <http://www.masie.com/list/>

Cost: No cost.

Referred by: Alice Clive

General Topic: OD & Employee Development

Sub Topic: Subscriptions

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available on CD. To see a listing of offerings, visit the TAT store:
<http://www.theaccidentaltrainer.com/merchandise.htm>

How to acquire: Online.

Web site address: <http://www.theaccidentaltrainer.com/>

Cost: The subscriptions are free.

Referred by: Alice Clive

OD & Employee Development

Web sites

General Topic: OD & Employee Development

Sub Topic: Web sites

Name of Tool: Best Places to Work

Description: Website of the best places to work - with information on how they are determined. If you want to benchmark against the best - this is the place to look. The site contains great resource and reading material.

How to acquire: Online

Web site address: <http://www.greatplacetowork.com/education/research.php>

Cost: No cost.

Referred by: Janice Schuyler

General Topic: OD & Employee Development

Sub Topic: Web sites

Name of Tool: Lynda.com

Description: lynda.com is an award-winning provider of educational materials, including Hands-On Training- instructional books, the Online Training Library™, CD- and DVD-based video training, and events for creative designers, instructors, students, and hobbyists.

How to acquire:

Web site address: <http://www.lynda.com/>

Cost: Contact Vendor for details.

Referred by: Willy C. Isaac

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