

## Staff Development Day 2021 Make Up Plan

We are sorry you missed this amazing day of learning events! MLS Staff Development Day is a paid workday focused on learning and development. All Library locations come together on this day to:

- Develop new skills
- Refresh old skills
- Take away new ideas
- Collaborate with system partners
- Share insights
- Learn from each other's experiences
- Unify as a system

Staff Development Day is mandatory for all full-time staff. Part time/half time staff who registered for the event and did not attend will be required to complete the same make-up work. To make up for the learning and development you missed, you must complete the following training within five (5) weeks of **October 11, 2021**.

- Approximately four (4) hours of related Staff Development Day training course(s) in EduBrite.
  - Coursework to be determined by Learning and Development (L&D).
  - The course will be assigned to you by L&D in EduBrite and appear in your "My Items."
- After the assigned training is completed, the "Next Steps" document must be completed and signed off by your library manager/department manager (*not* your supervisor).
  - This document will be emailed directly to you, copying your library manager/manager.
  - Once completed and signed, you are responsible to email it to [training@metrolibrary.org](mailto:training@metrolibrary.org) within five weeks of October 11, 2021.