

## Staff Development Day 2019 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. To make up for the learning and development you missed, you must complete the following eight hours of make-up training *within five (5) weeks of October 14, 2019*.

- Approximately four (4) hours of related Staff Development Day training courses 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".
- One (1) hour of work at *three (3) different locations* for a total of three (3) hours.
  - Locations will be assigned by L&D and coordinated with your supervisor.
  - If you are in Public Services, you will be assigned to locations outside of your region.
- One (1) hour of work at the Service Center.
  - L&D will coordinate the work assignment with your supervisor.

Should a part/half time staff member register for the event, and not attend they will need to make up the four (4) hours of learning and development missed by completing the following *within five (5) weeks of October 14, 2019*.

- Approximately two (2) hours of related Staff Development Day training courses in EduBrite.
  - Coursework to be determined by L&D.
  - The course will be assigned to you by L&D in EduBrite and appear in your "My Items".
- One (1) hour of work at *a different location*.

- The location will be assigned by L&D and coordinated with your supervisor.
- If you are in Public Services, you will be assigned to locations outside of your region.
- One (1) hour of work at the Service Center.
  - L&D will coordinate the work assignment with your supervisor.

**NOTE:** You will be provided with a sign-off sheet which must be signed and dated by the supervisors at the assigned locations indicating your make-up time was completed.

You will be responsible for:

- Providing a completed sign-off sheet to L&D.
  - This will be documented in EduBrite and communicated with your supervisor.