

# 2022 MLS System Access Trainers/Co-Trainers

## Guidelines and Requirements

### Guidelines:

- One-Year Commitment
  - At the Library Manager/Public Service Leadership Team (PSLT) discretion
- All Access Workshops must be successfully completed.
- Access Workshops are offered virtually in three (3) blocks: Spring, Summer, and Fall/Winter
- All hands-on/highly interactive workshops with six (6) or more learners will have a co-trainer
- If you are a trainer/co-trainer and unable to train during your scheduled time, it will be your responsibility to find a replacement and inform the Manager of Access *and* Learning and Development (L&D)
- Supervisor approval is required before signing up to train a workshop series and/or workshop session.
- All workshops will be evaluated by the learners via survey through Survey Monkey
- L&D will observe and provide feedback on trainers'/co-trainers' skills

### Requirements:

- Minimum of six (6) months in current role
- Approval by:
  - Library Manager or Department Manager
- A minimum of “meets expectations” in all competencies on the most recent Annual Performance Development Evaluation
- Ability to learn and virtually facilitate/co-facilitate all three levels of the workshops
- Ability to attend all three (3) “Train the Trainer” workshops to learn and acquire the resources and skills needed to be successful in a classroom and virtual environment. Train the Trainer sessions are held in the afternoons.
  - Skills workshop – **January 25, 2022**
    - This Train the Trainer is content focused. Workshop documents will be reviewed and trained by each Trainer.
    - Zoom training will be conducted
  - Attributes workshop – **January 4, 2022, and August 23, 2022**
    - Training / facilitation skills
- Primary Trainers:
  - 2022 Time Commitment Estimation: \*35 hours
  - Ability to train one (1) series in the Spring/Summer block and one (1) series in the Fall block. (See the 2022 workshop schedule below.)

- **Co-Trainers:**
  - 2022 Time Commitment Estimation: \*28-30 hours
  - Ability to train two (2) workshops in the Spring/Summer block and two (2) workshops in the Fall block. (See the 2022 workshop schedule below.)

\*Hours include - Train the Trainer pre-work, Train the Trainer Sessions; pre-work for leading workshops, workshop sessions and workshop wrap up.

## **Trainer Qualifications**

### **Primary Trainer:**

Staff eligible:

- Access Manager
- Library Manager

Requirements:

- Will assist with troubleshooting technology and classroom management in addition to training content
- Will lead all three (3) levels of the workshop consecutively in the same series; once (1) in the Spring/Summer and once (1) in the Fall
- Will take initiative to reach out to Co-Trainer to discuss upcoming training
- Scheduling
  - Must schedule for the full series in each session
- Library Managers who want to serve as a Primary trainer must have previous experience serving as a System Trainer in the past two (2) years. Otherwise, they must observe or co-train an entire series before they are able to serve as the Primary Trainer.

### **Co-Trainer:**

Staff eligible:

- Access Manager
- Library Manager
- Access Specialist II – Full Time or Half Time

Requirements:

- Will assist with troubleshooting technology and classroom management in addition to training content
- Will assist with facilitating a minimum of two (2) sections of the content in each workshop (to be determined with the primary trainer)
- Scheduling
  - Must sign up for two (2) workshop sessions in the Spring/Summer and two (2) workshop sessions in the Fall
  - Can select which workshop to co-facilitate based on schedule

Example: You can pick to co-train Access II in February and then another Access III in May.

**Note:** Co-trainers are required when there are six (6) or more participants. Co-Trainers are NOT required when there are five (5) or less participants.

### **Trainer Eligibility Exceptions:**

- A staff member may be considered based on expertise, exceptional skills, and customer service as demonstrated on their Performance Development Evaluation and a recommendation by their Library Manager with approval from PSLT
- Staff who have been identified as Subject Matter Experts (SME's) will also be given consideration with approval from their Library Manager and PSLT

### **Required Attributes for all Trainers:**

- Ability to demonstrate the use of technology (Zoom) to facilitate a virtual environment
- Have a strong working knowledge of the content
- Expertise
- Personable
- Exhibit professionalism in both attire and communication skills
- Has exhibited exceptional customer service skills
- Willingness to help co-workers
- Ability to communicate in a logical and fluid manner
- Engaging and energetic
- Open and receptive to feedback

## **Training Environment**

**Virtual Classroom:** Until further notice all trainings will be conducted virtually via Zoom.

**Training Lab (suspended until further notice):** Once we begin to train in person, all workshops will be lead in the Training Lab on the Third floor of the Downtown Library location. This change will assist with the time Trainers are dedicating to coordinate pick up, set up, and drop off the access workshops.

## 2022 Access Workshop Schedule

<b>Access Training Spring Schedule 2022</b>			
<b>Class Name</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>
Train the Trainer	Tuesday	1/4/2022	1:00-3:00pm
Train the Trainer	Tuesday	1/25/2022	1:00-5:00pm
Access 1	Saturday	1/29/2022	1:15-2:45pm
Access 2	Saturday	2/12/2022	1:15-2:45pm
Access 3	Saturday	2/26/2022	1:15-2:15pm
Access 1	Thursday	3/10/2022	9:15-10:45am
Access 2	Thursday	3/24/2022	9:15-10:45am
Access 3	Thursday	4/7/2022	9:15-10:15am
Access 1	Wednesday	4/20/2022	6:15-7:45pm
Access 2	Wednesday	5/4/2022	6:15-7:45pm
Access 3	Wednesday	5/18/2022	6:15-7:15pm
<b>Access Training Summer Schedule 2022</b>			
Access 1	Wednesday	6/8/2022	1:15-2:45pm
Access 2	Wednesday	6/22/2022	1:15-2:45pm
Access 3	Wednesday	7/6/2022	1:15-2:15pm
Access 1	Thursday	7/14/2022	6:15-7:45pm
Access 2	Thursday	7/28/2022	6:15-7:45pm
Access 3	Thursday	8/11/2022	6:15-7:15pm
<b>Access Training Fall Schedule 2022</b>			
Train the Trainer	Tuesday	8/23/2022	1:00-3:00pm
Access 1	Thursday	8/25/2022	1:15-2:45pm
Access 2	Thursday	9/8/2022	1:15-2:45pm
Access 3	Thursday	9/22/2022	1:15-2:15pm
Access 1	Saturday	10/1/2022	1:15-2:45pm
Access 2	Saturday	10/15/2022	1:15-2:45pm
Access 3	Saturday	10/29/2022	1:15-2:15pm
Access 1	Wednesday	11/2/2022	1:15-2:45pm
Access 2	Wednesday	11/16/2022	1:15-2:45pm
Access 3	Wednesday	11/30/2022	1:15-2:15pm
Access 1	Thursday	12/1/2022	9:15-10:45am
Access 2	Thursday	12/15/2022	9:15-10:45am
Access 3	Thursday	12/29/2022	9:15-10:15am

Be sure to include all System Trainer work/courses on your annual performance development.