

2023 MLS System Access Trainers/Co-Trainers

Benefits for the Trainer (YOU)

- Help new staff develop confidence and skills necessary to do their job
- An opportunity to make a difference in staff's lives and the System as a whole
- Build/polish public speaking and facilitation skills
- An opportunity to add variety to your current job duties/role
- An opportunity to enhance your organizational skills
- An opportunity to develop your own expertise based on what you teach
- An opportunity to create relationships with staff outside of your location
- An opportunity to enhance and build on related technologies used in workshop environments
- Ability to add to your end of the year Performance Development in the competency of Professional Development

Guidelines and Requirements

Guidelines:

- One-Year Commitment
 - At the Library Manager/Public Service Leadership Team (PSLT) discretion
- Required to complete MetroU course in full prior to teaching. Workshops will be part of the January Train-the-Trainer pre-work
- Access Workshops are offered virtually in three (3) blocks: Spring, Summer, and Fall/Winter
- 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
- All workshops will be evaluated by the learners via survey through Survey Monkey
 - Random workshops will be evaluated by the Manager of Access and/or the Manager of Learning and Development

Requirements:

- To be considered you must have approval from:

- Library Manager and PSLT or
- Department Manager and Director
- A minimum of “meets expectations” in all competencies on the most recent Annual Performance Development Evaluation
- Ability to train in person and virtually facilitate/co-facilitate based on the needs of the System
- 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:
 - Wednesday January 11, 2023, at the Downtown Library
 - Tuesday, January 17, 2023, via Zoom
 - Tuesday, July 18, 2023, (location not yet determined)
- Primary Trainers:
 - 2023 Time Commitment Estimation: 27 hours
 - Ability to train five workshops total
- Co-Trainers:
 - 2023 Time Commitment Estimation: 27 hours
 - Ability to train five workshops total

Trainer Qualifications

Primary Trainer

Staff eligible:

- Any Library Staff
- Six months experience in the content area

Requirements:

- Must have been a System Access Trainer previously to be a Primary Trainer
- Will assist with troubleshooting technology and classroom management in addition to workshop content
- Will take initiative to reach out to Co-Trainer to discuss workshop responsibility
- Scheduling
 - Will lead five sessions in 2023
 - Will lead a minimum of two (2) in the Spring/Summer and a minimum of two (2) in the Fall

Staff eligible:

- Any Library Staff
- Six months experience in the content area

Requirements:

- Will assist with troubleshooting technology and classroom management in addition to workshop content
- Will assist with facilitating a minimum of two (2) sections of the content in the workshop (to be determined with the Primary Trainer)
- Scheduling
 - Will lead five sessions in 2023
 - Will lead a minimum of two (2) in the Spring/Summer and a minimum of two (2) in the Fall

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 / Supervisor and Department Manager

Required Attributes for all Trainers:

- Ability to demonstrate the use of technology (Zoom, PowerPoint, CARL) to facilitate a virtual environment
- Ability to demonstrate an understanding of the content
- Expertise
- Personable
- Professionalism
- Has exhibited exceptional customer service skills
- Willingness to help co-workers
- Ability to communicate in a logical and fluid manner
- Engaging and energetic
- Be able to effectively lead discussions to include, but not limited to, scenario-based training

Workshop Environment

In 2023 we will begin workshops both in person and via Zoom to meet the needs of all

staff. Trainers will be required to lead all virtual workshops from the Training Lab at the Downtown Library on the third floor. This will allow Trainers to have access to CARL test while leading the workshops.

Training Lab & Route 66

The Training Lab and Route 66 will be reserved by L&D for the 2023 Access Training year. Due to social distance requirements, we will have 4 seat maximum in the Training Lab on the third floor at the Downtown Library. Therefore, the Training Lab will only be used for Trainers for the virtual sessions. In-person workshops will be held in the Route 66 Computer Lab at the Downtown Library on the 1st floor to ensure we can be socially distant and accommodate up to 8 people in the workshops

Selection Process

Potential System Access Trainers will need to:

- Seek supervisor approval
- Fill out [this Microsoft Form](#) by end of day Wednesday, November 16, 2022
- Access Trainers who have not trained in the past two years will be required to present / facilitate up to 20 minutes on provided CARL content.

Decisions and notifications will be made on or before December 9, 2022.

2023 Access Workshop Schedule

Date	Time	Location
Tuesday, January 24, 2023	1:30-3pm	In Person
Wednesday, March 15, 2023	1:30-3pm	Virtual
Thursday, March 9, 2023	9:30-11am	In Person
Tuesday, March 28, 2023	5:30-7pm	Virtual
Saturday, April 22, 2023	1:30-3pm	In Person
Wednesday, May 10, 2023	9:30-11am	Virtual
Thursday, May 25, 2023	5:30-7pm	In Person
Tuesday, June 20, 2023	9:30-11am	Virtual
Wednesday, July 26, 2023	1:30-3pm	In Person
Wednesday, August 16, 2023	1:30-3pm	Virtual
Thursday, September 7, 2023	9:30-11am	In Person

Saturday, September 30, 2023	1:30-3pm	Virtual
Wednesday, October 18, 2023	9:30-11am	In Person
Thursday, November 9, 2023	5:30-7pm	Virtual
Wednesday, November 29, 2023	1:30-3pm	In Person
Tuesday, December 19, 2023	9:30-11am	Virtual