

ODL Workshops Spring 2019

1. **Seek Supervisor approval first**
2. Lunch will be on your own and at your own expense
3. Complete the [Outside Commitment Request Form](#) (will all appropriate signatures)
4. Scan and Interoffice to L & D for processing
 - a. Once processed you will receive the registration link!

Seating is limited so don't delay!

Computers & Electronic Resources @ the ODL location

Three offerings:

- March 5 - 10am to 4:30pm
- March 7 - 10am to 4:30pm
- March 27 - 10am to 4:30pm

Upon completing this class, students will have knowledge of:

- Technology and Internet Use Policies
 - Searching Strategies
 - Use of Statewide databases
 - Social Networking
 - Apps
-

Current Trends & Legislation @ the ODL Location

April 2 - 10am to 4:30pm

Upon completing this class, students will have knowledge of:

- Laws governing & affecting public libraries
- State aid
- Library Services & Technology Act

- EDGE
 - Current State & National library trends
 - Professional Library Associations
-

Interpersonal Skills @ Shawnee Public Library

April 18 - 10am to 4:30pm

Upon completing this class, students will have knowledge of:

- Communicating effectively- oral & written
 - Leadership Skills
 - People skills for effective customer service
 - Proactive customer service skills
 - Dealing with problem customers
 - Dealing with emergency situations
-

Services for Youth @ the ODL Location

April 30 - 10am to 4:30pm

Upon completing this class, students will have knowledge of:

- Reference
- Readers' Advisory
- Programming
- Marketing
- Children and Teen-focused services