



Top 10 October 2021 Highlights



October 2021



Metropolitan Library System



L&D

Learning and Development's **Top 10** course highlights for the month of **October**. Earn a **Top 10 Badge** on your EduBrite profile by completing one of the below courses! Note: Time provided to complete a course is approximate.

Core Value (CV) Challenge ~ Complete one of the highlighted LinkedIn Learning or Niche Academy Courses in EduBrite:

Core Value (CV) ~ Innovation



Niche: Niche Academy Webinar - Making Surveys Work for Your Library



No time provided.

The 21st century culture of librarianship is responsive and innovative; we strive to be indispensable. To create the libraries our patrons need, librarians are continuously learning from and about our users. We have a large constellation of library-user information, ranging from conversations with individuals, to analysis of collection usage data, to reports published by professional associations. Surveys fit into this undertaking as one of the most efficient means of gathering information directly from users. Unfortunately, surveys can be difficult to get right.

In this free one hour webinar, Robin Miller and Kate Hinnant will cover planning and testing surveys, distribution, and how to take action on your results.

Think Like a Lawyer to Make Decisions and Solve Problems



27(m)

Why would any non-lawyer want to think like a lawyer? What's the benefit of thinking like a lawyer? In this course, law professor Kim Wehle explains how thinking like a lawyer and employing the legal method of decision making helps eliminate emotional reactivity, confirmation bias, and other decision-making pitfalls in favor of evidentiary-based analysis. Kim highlights key aspects of decision making and problem solving, like identifying stakeholders affected in any decision, the importance of asking the right questions, identifying and prioritizing your goals, and exercising critical listening skills. When you think like a lawyer, the result is more informed, thorough, and effective decisions that you can feel good about, regardless of the circumstances.

Core Value (CV) ~ Respect & Integrity



Practicing Fairness as a Manager



44(m)

What is the role of a manager in developing a fair work environment? It's important to understand how employees perceive the fairness of their leaders. Having a reputation for fairness will help your career, but it will also help you get the best performance from your reports. In this course, workplace expert Catherine Mattice outlines the four different types of fairness-distributive, procedural, informational and interactional-and provides techniques that managers can use to make fair decisions and overcome challenges from employees.

Niche: Code of Ethics - Intellectual Freedom



no time provided.

Intellectual freedom is the right to seek and receive information without restrictions. It can be simply thought of as the freedom to read, and is one of the most important values libraries hold.

Library patrons can look for and borrow books on any subject. They can ask any questions and expect accurate, non-judgemental answers; use computers without filters or monitoring; hold meetings and discussions; and learn from each other.

Intellectual freedom is closely tied to the freedom of expression and, of all the principles in the Code of Ethics, is the main reason the code exists.

Core Value (CV) ~ People First



Sharing Your Best Self at Work



56(m)

One of the key aspects to success at work—besides the actual work you do—is how you present yourself. What you do and what you say can have a big impact on the way your colleagues and bosses see you and interact with you. There’s no one correct way to present yourself at work—everyone has different communication styles and preferences—but there are some strategies that work better than others. In this course, Carolyn Goerner teaches how to effectively share yourself and your strengths at work, to help you develop positive relationships and be seen in the best light. Carolyn starts by showing how you can discover your best self to create emotional readiness for this journey. She then explores the proper times to communicate your best self, and common pitfalls to avoid, along with how to differentiate self-promotion from bragging. Carolyn also

covers best practices for special circumstances like job interviews or virtual environments, and strategies to build rapport.

Taking Charge of Your Leadership Conversations



30(m)

Critical conversations require using the right approach—and the right words. This course offers practical tips and sample language for having constructive leadership conversations. Sara Canaday explains how to navigate different scenarios, such as disagreeing with coworkers, supporting unpopular decisions, and communicating bad news. In each scenario, she explains the right mindset and the right words to achieve positive results. With these strategies, you will have the skills you need to take charge of conversations and increase your impact for the moments that matter.

Practices for Regulating Your Nervous System and Reducing Stress



36(m)

If you don't understand the basics of how your nervous system works, it can get the best of you, especially in stressful situations. In this course, somatic expert and coach Jay Fields teaches specific practices for regulating the autonomic nervous system, which unconsciously controls the fight-or-flight responses, like your breathing, heart rate, and sleep. While this course won't magically make the world a safer and less stressful place, if you apply the lessons Jay imparts, you'll have more control over how you take on the challenges you do face, letting you experience more of the safety and harmony that does exist in the world.

Aligning Your Values with Work, Life, and Everything In Between



38(m)

Having more alignment in your life is a proven way to feel more balanced, motivated, and passionate about how you spend your time. This course, taught by communications coach and entrepreneur Christina Vo, navigates how to align your values throughout all avenues of your life. Christina first reviews the basics of alignment, including its importance to overall well-being. She then walks you through a reflection exercise to get clear on personal values and passions, and discusses how these values can impact the type of work you enjoy and how you work most effectively. Finally, Christina explores how you can embody your values in other aspects of life, such as in relationships or stress management. Upon completion of this course, you will have the tools to reflect on your alignment and continue to grow in this arena.

Core Value (CV) ~ Equity, Diversity, Inclusion (EDI)



A Manager's Guide to Inclusive Teams



46(m)

In today's business environment, in order to compete, it's critical to have inclusive and diverse teams. Therefore, as managers, creating inclusive teams is necessary to your success. In this course from inclusion expert Lia Garvin, learn how you can build effective and inclusive teams. Lia shows that every team member has a role, and how each role can work together to bring value. She shares how access is so important to help make decisions and give people information, and explains the importance of establishing psychological safety on your teams so that team members feel comfortable taking risks. By following Lia's training, you'll learn how to unlock the potential of your team and help them connect with their purpose.

Niche: Understanding Power, Identity, and Oppression in the Public Library



No time provided.

In alignment with ALA's strategic direction on equity, diversity, and inclusion, this on-demand webinar provides an introductory understanding of the concepts of power, identity, and oppression, and how they impact public libraries' staff, services, programs, collections, and spaces. Through presentation and dialogue, the panelists discuss the role of allies in addressing these concepts.

Don't miss Ryan Dowd's courses available via EduBrite with our 1 year subscription to Niche Academy!

