



# Training Times

## NEWSLETTER

June | 2021

All staff can access **EduBrite** through their smart phones, tablets, laptops or PC with the following link and internet connection. ~ <https://metrolibrary.edubrite.com/oltpublish/site/signin.do>

### Mission Statement:

Connecting our diverse communities with resources and experiences to educate and enrich lives.

### Core Values:

- Equity, Diversity, and Inclusion
- People First
- Innovation
- Integrity
- Respect

### Core Competency:

**Professional Development:** Takes initiative to identify, develop, and apply the technical and interpersonal skills/knowledge needed for effective job performance; demonstrates the ability to learn and use existing and emerging tools (including technology) to achieve job-related purposes or goals.

### Disclaimer:

The information contained in the multimedia content and resources/handouts posted represents the views and opinions of the original creators of the content and does not necessarily represent the views, procedures, or policies of the Oklahoma Metropolitan Library System.

## Announcements

**P**lease contact Learning & Development if you have a training or announcement you would like to see shared with the rest of MLS via the Training Times. Contact information can be found on the last page.

### Niche: Niche Academy Webinar - The Efficient Library

In this Niche Academy Webinar learn about simple changes that librarians and administrators can make to save time and improve service, so they can continue to provide outstanding customer service. Enroll in [EduBrite](#) now.

### EduMinutes: Integrity Core Value - June 2021 (OPT)

EduMinutes are short video vignettes approximately 20(m). Each month we will be covering one of the Systems' core values. Staff can opt into have these optional micro-lessons put on their dashboard by clicking on the following link ~ [https://www.surveymonkey.com/r/EduMinute\\_OPT\\_IN\\_2021](https://www.surveymonkey.com/r/EduMinute_OPT_IN_2021)



### June Compliance - FMLA Leave Rights and Responsibilities (REQ)

There is a supervisor and non-supervisor version that has been assigned to your [EduBrite](#) dashboard accordingly. The course takes approximately 30(m) to complete. There is an introduction page with full course details. Completion is due by **June 30th**.

### 2nd Qtr Safety - Back Injury Prevention (REQ)

19(m) The National Institute for Occupational Safety and Health (NIOSH) estimates that back injuries make up nearly twenty percent of all workplace injuries. Employees will learn about hazards and the three major types of hazard controls. Completion is due for all staff by **June 30th**.

### Register for Staff Development Day!

Your Staff Development Day session has been selected by our Executive Director Larry White, however it is important for the planning committee that all staff register for the event and mark their assigned session for data and communication purposes. The deadline to complete registration is **September 17th** ~ [https://www.surveymonkey.com/r/SDD\\_2021](https://www.surveymonkey.com/r/SDD_2021)

## Could What We Eat Improve Our Sleep?

We think of eating a nutritious diet and exercising as healthy behaviors, but sleep is one of the pillars of a healthy lifestyle. Why is this? Sleep sets the stage for our days. If we experience sound sleep for seven to eight hours, we arise energized in the morning. Diet, exercise, and sleep work synergistically, and affect one another. All three can have an effect on our daily well-being and longevity.

When we make sleep a priority, we can improve our food choices and engage in mindful eating by listening to our true appetite.

### What should we eat to get a good night's sleep?

According to one study that examined the correlation between sleep duration (monitored by an actigraphy device worn on the wrist) and insomnia symptoms (measured by a self-reported questionnaire) with adhering to a Mediterranean-style diet (self-reporting from a food frequency questionnaire). The results suggested that a Mediterranean-style diet was associated with adequate sleep duration and fewer insomnia symptoms.

The Mediterranean diet includes whole fresh foods and plenty of fruits, vegetables, bread and other grains, potatoes, beans, nuts and seeds, olive oil as a primary fat source, and dairy products, eggs, fish, and poultry in low to moderate amounts. Red meat is limited and processed foods are avoided. Wine is consumed in moderation. However, it's not a good idea to have alcohol close to bedtime, as it can disrupt sleep.

### What is it about the Mediterranean diet that could affect sleep?

Certain key foods that are part of the Mediterranean diet are rich in melatonin, serotonin, and vitamin D. Preliminary research suggests that certain foods including milk, fatty fish, tart cherry juice, and kiwi fruit may improve sleep. All of these foods could fit into a Mediterranean diet.

The mechanisms by which these foods may enhance sleep are still poorly understood. Fatty fish, like salmon, is rich in vitamin D and omega-3 fatty acids. Both of these nutrients are known to help regulate serotonin, and could prove to be important in sleep. Tart cherries have a high melatonin concentration, and studies have shown that drinking tart cherry juice can increase urinary concentrations of melatonin (but be careful with the sugar content of tart cherry juice if you are trying to lose weight). All of these are simply theories at this point, and more rigorous research needs to be completed before firm conclusions can be drawn about a particular food's effect on sleep.

### Takeaways

- Lack of sleep may make us eat more and make less healthy food choices.
- The Mediterranean diet may not only be healthy for the heart and brain, but also for sleep.
- Certain key foods that are part of the Mediterranean diet are rich in melatonin, serotonin, and vitamin D, and these foods may enhance sleep.
- More research is needed to fully determine the correlation between a particular diet, certain nutrients, and sleep.

## How Managers Can Help Alleviate Work Anxiety

It's important to address the mental health of your employees not only to your benefit but theirs as well. There are a myriad of ways to help address anxiety in the workplace.

**Provide your employees with empathetic supervisors** that have open communication policies. This will boost transparency while also helping teams build quality relationships. Employees will feel more comfortable sharing their feelings and engaging managers when they are feeling their best.

**Setting managers up as effective coaches** can also help alleviate any anxiety your employees could be feeling. Coaches guide, advise, and give feedback to employees. They direct them to the right resources, tools, and techniques to use when they are feeling stressed or need to diffuse a conflict. Building this partnership can help employees feel like someone supports them and like they have somewhere to turn if they are feeling overwhelmed or burnt out.

Many employees likely feel high levels of anxiety around performance review time. The best way to alleviate this is to **have more one-on-one, lighthearted conversations on a regular basis**. This will help employees know if they are on the right track and adjust accordingly, and it will allow managers to give feedback more often. This also works as a way to develop the relationship and build trust.

**Developing emotional intelligence**, or EQ, can help managers describe how they're feeling and develop ways to empathize and communicate with their team. Emotions can help or hurt situations and people, so being able to manage them well helps to avoid unintentional hurt and create more positive outcomes. Also, showing empathy helps foster trust, and that in turn builds stronger relationships.

**When people collaborate, they share a common goal.** Having employees work together on projects can help eliminate stress and anxiety over big projects. Each employee is carrying some of the load, and they have one another for support and to turn to if they are struggling.

While there are introverts that may feel their anxiety spike when they hear the phrase "team building," these activities can be a useful tool for reducing anxiety. Not all of them must focus on the high-energy extroverts. Team building helps build a strong team culture and connection, aids in identifying people's strengths, delivers conflict resolution strategies, helps develop EQ, and improves communication. **When a team goes through something together, it brings them closer.** Having that shared experience can help teams feel more at ease and more connected to each other.

Work anxiety happens to everyone.

The more people fear it, the worse it gets. Knowing the difference between stress, fear, and anxiety, and implanting these strategies can help build stronger, closer teams, while opening a dialogue about mental health in the workplace.



## Did you know?

If you were born in June you share a birthday month with Johnny Depp and Marilyn Monroe!

June 17th is Eat Your Vegetables Day.

Rose is the birth flower of June.

June 1, 1553 Anne Boyln is crowned Queen of England.

## June Fun Facts





# Training Spotlight

## Help Patrons Discover Their Roots with MyHeritage Library Edition Search Engine

40(m) eResource spotlights are to promote the databases available to MLS customers and staff. The session will provide an overview of MyHeritage Library Edition's key content and features. Learn more by taking the course in [EduBrite](#).

## Listening to Transgender Children, Transforming Ourselves

1(h) Debi Jackson describes herself as a military "brat" from Alabama, raised in an evangelical conservative family. She will discuss how she came to understand that her transgender daughter was a messenger who came to teach her to listen and to launch her on her life's mission: to help us to listen to children's messages that are hard to hear, that may call into question everything we were brought up to believe. Now available in the [EduBrite](#) course catalog.

## Ryan Dowd Live Webinar ~ Fights: How to Prevent and Stop Them (Safely!)

1(h) Join Ryan Dowd to learn the four sages of a fight (and why "Stage 2" is the best place to stop it). Also, find out how library staff should break up a fight. Register for this live webinar by clicking [here](#) or via the Upcoming Webinars and Training page on the Intranet ~ **June 24th 1:00 pm**

## Transforming Teen Services Training: Connected Learning - Recording

1(h) 44(m) Learn about the principles of computational thinking. Learn how to apply them to your library's teen services; how to elevate your current work; and how to leverage teen interests to build positive learning experiences that translate into academic and career potential. Now available in the [EduBrite](#) course catalog.

# Wellness Now

## Resources

Check out this **Wellness Lesson** on the many advantages of owning a pet from the Wellness Connect portal ~ **Furry Friends**



The benefits of having a furry friend go far beyond the fun, joy, loyalty and unconditional love that an animal brings! Additionally, pets can significantly impact you and your family's overall health and wellness. In this wellness lesson series, we will uncover the wide variety of assistance pets offer psychologically, emotionally, and physically!



## Earn 50 points in Wellness Connect!

- Take the health assessment by September 30th, 2021.
- Complete 10,000 Steps by September 30th, 2021.

## Download the Wellness Connect App

- Sync your fitness device.
- Check-in at your local gym or health club on the go.
- Set up your coaching goal(s) to schedule a session with a health coach.

## Visit 'My Health Hub'

- See your personalized articles recommended by Wellness Connect experts.
- Complete your health assessment.
- View your activity history and step count.

## EduBrite Top 10 Courses

**1.** Recharge Your Energy for Peak Performance ~ 51(m)

**2.** Addiction: A Community Issue ~ 51(m)

**3.** Empathy for Customer Service Professionals ~ 20(m)

**4.** Avoiding Burnout ~ 24(m)

**5.** Mindfull Stress Management ~ 36(m)

**6.** Executive Influence ~ 22(m)

**7.** Body Language for Authentic Leadership ~ 36(m)

## Niche Academy Course Highlights:

**8.** Niche: Niche Academy Webinar - The Efficient Library ~ no time provided

**9.** Niche: Disability Etiquette and Awareness ~ no time provided

**10.** Niche: Adult Programs on a 0 Budget ~ 1(h)

Dont forget completing a course from the [Top 10](#) or [Monthly poster](#) as part of your Professional Development competency requirements earns you a badge on your EduBrite dashboard!

## Crunchy French Onion Chicken



### Ingredients

- 1 1/3 cups French-fried onions, crushed
- 1 egg, beaten
- 1 pound skinless, boneless chicken breast halves

**Prep: 10 mins**  
**Cook: 20 mins**  
**Total: 30 mins**  
**Serves: 4**

### Directions

Preheat oven to 400 degrees F.

Spread crushed onions in a shallow bowl. pour beaten egg into a separate shallow bowl.

Dip chicken into beaten egg, then press into crushed onions. Gently tap chicken to let loose pieces fall away. Put breaded chicken on a baking sheet.

Bake chicken until no longer pink and juices run clear, about 20 minutes. An instant-read thermometer inserted into the center should read at least 165 degrees.

Reference: <https://www.allrecipes.com/gallery/easy-summer-dinners/?slide=2ecc1a62-093d-402a-8846-6aff18ee2a0f#2ecc1a62-093d-402a-8846-6aff18ee2a0f>





## Class Schedule

Access Workshop Summer | Fall 2021

Class Name	Day	Date	Time
Access 1	Tuesday	6/15/2021	9:15-10:45am
Access 2	Tuesday	6/29/2021	9:15-10:45am
Access 3	Tuesday	7/13/2021	9:15-10:15am
Access 1	Wednesday	7/28/2021	1:15-2:45pm
Access 2	Wednesday	8/11/2021	1:15-2:45pm
Access 3	Wednesday	8/25/2021	1:15-2:15pm
Access 1	Saturday	9/11/2021	1:15-2:45pm
Access 2	Saturday	9/25/2021	1:15-2:45pm
Access 3	Saturday	10/9/2021	1:15-2:15pm
Access 1	Thursday	10/21/2021	6:15-7:45pm
Access 2	Thursday	11/4/2021	6:15-7:45pm
Access 3	Thursday	11/18/2021	6:15-7:15pm
Access 1	Wednesday	12/1/2021	1:15-2:45pm
Access 2	Wednesday	12/15/2021	1:15-2:45pm
Access 3	Wednesday	12/29/2021	1:15-2:15pm

### JUNE 1

- Compliance course launches.
- Start of Summer Reading!

### JUNE 30

- 2nd Quarter Safety and June Compliance due.

\*Seek supervisor approval prior to registering. Please confirm you have taken the correct prerequisites before enrolling in any workshops.

[Link to class schedule](#)



## Class Schedule

Collection Workshop Summer | Fall 2021

Class Name	Day	Date	Time
Workshop 1	Wednesday	6/9/2021	2:00-4:30
Workshop 2	Wednesday	6/16/2021	2:00-4:30
Workshop 3	Wednesday	6/23/2021	2:00-4:30
Workshop 1	Tuesday	8/10/2021	9:30-12 PM
Workshop 2	Tuesday	8/17/2021	9:30-12 PM
Workshop 3	Tuesday	8/24/2021	9:30-12 PM
Workshop 1	Tuesday	10/5/2021	5:30-8 pm
Workshop 2	Tuesday	10/12/2021	5:30-8 pm
Workshop 3	Tuesday	10/19/2021	5:30-8 pm
Workshop 1	Tuesday	11/4/2021	2:00-4:30
Workshop 2	Tuesday	11/11/2021	2:00-4:30
Workshop 3	Tuesday	11/18/2021	2:00-4:30

\*Seek supervisor approval prior to registering. Please confirm you have taken the correct prerequisites before enrolling in any workshops.

[Link to class schedule](#)



# A Look Ahead



## 3rd QTR Safety ~ Hazardous Communication (REQ)

**Required for All Staff.** This course is required for all MLS staff as our safety training for the third quarter. This training is approximately 27(m) and will be assigned to your [EduBrite](#) dashboard on July 1st. Completion is due for all staff by *September 30th, 2021.*

## No compliance training for July!

Due to Summer Reading there will not be a compliance training for the month of July.

## August XChange Meeting

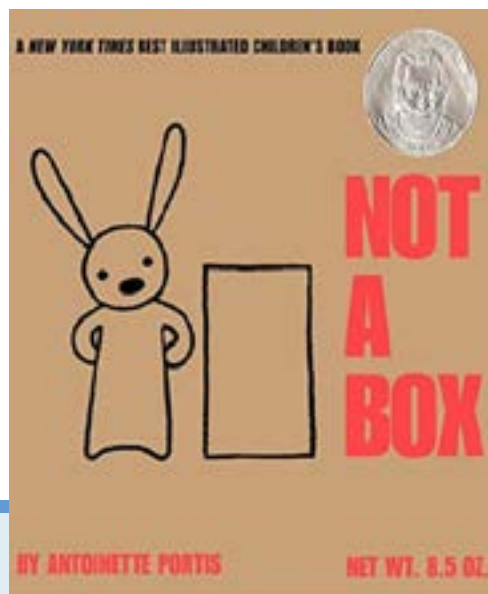
**Required for supervisors.** We're excited to announce XChange will be in person August 2021! Due to social distancing seating will be limited to 20 participants a session. Please sign up as soon as possible in [EduBrite](#) to secure your desired session. Click the link to view additional details. ~ <https://sway.office.com/4pkbGzZaYNtCos0d?ref=email>

August 2, 2021	1:00 - 3:30pm	Village
August 3, 2021	8:30 - 11:00am	Midwest City
August 4, 2021	2:00 - 4:30pm	Northwest
August 5, 2021	9:00 - 11:30am	Edmond
August 6, 2021	1:00 - 3:30pm	Southern Oaks

## Staff Pick Book Highlight

Here is our staff readers pick for June tied to our core value **Innovation.**

Email L&D to have a book highlighted in the Training Times. Staff picks must relate to one of our Core Values or Core Competencies.



**Title** - Not A Box

**Author** - Antoinette Portis

**Genre** - Children's literature

**Released** - 2006

Contact **Learning & Development** at

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