Training Times

MetroUNIVERSITY

NEWSLETTER

June | 2022

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/

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 initative 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 multi-media 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

Please 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.

New June EduMinutes ~ Teamwork Tips (OPT)

11(m) Learn about the five dysfunctions of a team and how working collaboratively can make a big impact. Opt in to have these optional micro-lessons added to your EduBrite dashboard at the beginning of each month by clicking on the following link and registering ~ https://www.surveymonkey.com/r/EduMinutes_Opt_In

Collection 1 & 2 Workshops Open for Enrollment!

We're excited to share the revamped Collection 1 and Collection 2 courses are back. These courses are a great professional development opportunity to learn more about our library's collection philosophy and how you fit in with the overall management of our collection. The new format is self-paced to work around your busy schedule and does include an optional Zoom session after completing both workshops. Enroll via EduBrite.

Reminder ~ Core Value Learning Path for 2022

The end of August will be here soon. Please don't forget to complete your Core Value Learning Path. Staff hired after June 1st, 2022 fall outside of the performance review period and are exempt from completing. Due by Wednesday, *August 31st.*

Save the Date ~ Staff Development Day is Back!

Please save the date, October 10th, 2022 for our annual Staff Development Day. We are super excited for this event to be back and for us to have a day to connect with one another! All Full-time staff are required to attend. Part-time staff are welcome and encouraged to attend. More information to come as planning gets underway!

June Compliance - FMLA Leave Rights and Responsibilities (REQ)

30(m) The Family and Medical Leave Act was designed to help employees balance work and family. It is important all employees are familiar with their rights and responsibilities under the FMLA. There is a supervisor and non-supervisor version for this month's compliance training. The appropriate version has been assigned to your EduBrite dashboard. Completion is due *Thursday, June 30th.*

Training Spotlight

The Role of Libraries in a Post-Pandemic Era (Recording) (OPT)

Recording from the live panel held on April 8th, 2022. Libraries continue to face unprecedented changes to operations related to the COVID-19 pandemic. Three library executive directors met to discuss the state of libraries including our very own Executive Director, Larry White. Enroll via EduBrite.

Niche: Ryan Dowd on Mental Illness (Part 2): Basic introduction to mental illness (OPT)

90(m) In the course, Mental Illness (Part 2): Basic Introduction to Mental Illness training you will be given a basic overview of the major mental health conditions, as well as a special focus on schizophrenia, bipolar disorder and personality disorders. Part 3 and part 4 will be available after the live webinars. Enroll via EduBrite.

Active Shooter: Run/Hide/Fight (OPT)

14(m) Active shooter incidents have become a growing source of concern in recent years. By their nature these situations are unpredictable and chaotic. This course is designed to help learners in any industry recognize recommended actions to take during an active shooter event, as well as common secondary concerns such as providing first aid for common injuries and communicating with emergency responders. Enroll via EduBrite.

2 Courses to Celebrate Pride Month!

Learn about the origins of Pride Month in the course **Power and Pride: The Origins of Pride Month (OPT)**. Interested in practical advice for organizations and individuals who want to live out inclusive values and remain committed to advocacy year-round? Enroll in the course **Beyond Pride: Year-Round Action (OPT)**. Or complete both! Enroll via EduBrite.

June ~ 10 Courses to Enhance Your Excel Skills This Summer!

1. Excel: Introduction to Charts and Graphs ~ 56(m)

2. Excel: Introduction to Formulas and Functions ~ 2(h) 38(m)

3. Excel: Filtering Data for Beginners ~ 29(m)

4. Excel: VLOOKUP and XLOOKUP for Beginners ~ 19(m)

5. Excel Quick Tips ~ 48(m)

6. Excel PivotTable Quick Tips ~ 16(m)

7. Excel: PivotTable for Beginners ~ 23(m)

8. Excel: You Can Do This ~ 34(m)

9. Excel: Productivity Tips ~ 1(h) 22(m)

10. Excel: Avoiding Common Mistakes (Office365/Excel 2019) ~ 45(m)

TOP 10
TOP 10
TOP 10

UPCOMING EVENTS

Below are several hot topic professional development opportunities coming up. Don't forget to visit the Upcoming Webinars and Training page on the Intranet for the registration links and to check out additional opportunities!

After attending an outside event please complete the Outside Professional Development Summary Link to receive credit on your EduBrite learning transcript.

- **Strategies for Uncovering Black Women's Voices in Primary Sources ~ June 16th @ 1:00 pm CST**

Join Dr. Ashley D. Farmer, Associate Professor of History and African & African Diaspora Studies, for a discussion about how to locate Black women intellectuals and thought across ProQuest Primary Source databases and other sources.

- **Library Service for All: Current Trends in Library Programs and Services for Autistic Children and Teens ~ June 21st @ 2:00 pm CST**

In this webinar we will discuss what autism is through the lens of neurodiversity, and how characteristics of autism may manifest in the library environment. We will focus on education and acceptance for librarians and library staff, so that our autistic patrons and autism families feel welcomed into a supportive environment. We will also discuss ways libraries across the United States are implementing best practices to better serve members of this community.

- **Ryan Dowd Training ~ Part 4 - Mental Illness: In their own words ~ July 14th @ 12 pm CST**

(*Just added*) Watch Ryan's interviews with several brave people who are dealing with mental illness (schizophrenia, bipolar, personality disorders, etc.) and are willing to share about their struggles.

- **Making Diversity, Equity and Inclusion a Reality at Your Org ~ July 6th @ 1:00 pm CST**

Achieving equity requires that we work together to tackle systemic and cultural challenges and to examine how these challenges look different for rising leaders compared to previous generations. In this webinar learn strategies for creating an inclusive environment, the biggest pain ponts and unconcious biases that exist in agencies, and how we can work together to improve the DE&I space.

Wellness Now

Earn 10 points ~ Take the Men's Health Quiz in WellnessConnect

- Quiz available until June 30th. While good health is essential for a high quality of life for both men and women, each gender has its own set of health challenges due to different anatomies and risk factors. Take this quiz to see how much you know about men's health issues.
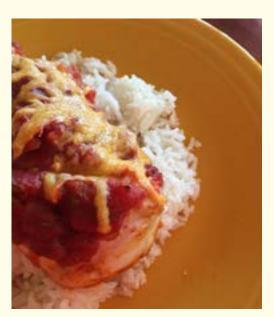
Wellness Lesson Highlight

Check out this **Wellness Lesson** from the Wellness Connect portal **~ Men's Health**

Men are at a higher risk than women of dying from eight of the ten leading causes of death in the United States, including cancer. This wellness lesson focuses on ways to improve your overall health and prevent or manage five of the leading conditions that affect your health, wellbeing, and quality of life.

Take this wellness lesson and many others in Wellness Connect under Earn Points > Wellness Lessons.

Easy Salsa Chicken Recipe!

Ingredients:

- 4 skinless, boneless chicken breast halves

- 4 teaspoons taco seasoning mix

- 1 cup of your favorite salsa

- 1 cup shredded cheddar cheese

- 2 tablespoons sour cream (optional)

Directions

- Preheat the oven to 375 degrees

- Lightly grease a 9X13-inch baking dish.

- Place chicken breasts in the prepared dish. Sprinkle seasoning mix on both sides of chicken. Pour salsa on top.

- Bake in the preheated oven until chicken is tender and juicy and the juices run clear, 25 to 35 minutes.

- Spinkle chicken evenly with cheese. Continue baking until cheese is melted bubbly, 3 to 5 minutes.

- Top with sour cream and serve.

Serving size: 4
Total time: 35 minutes
Reference: https://www.allrecipes.com/recipe/16700/salsa-chicken/

ESSENTIAL SCREENINGS FOR MEN

Is your annual health exam part of your to-do list? If not, it should be. Detecting conditions early when they are more treatable can make a big difference in your health.

Here are 5 important preventive health screenings for men:

1. **Blood cholesterol.** There are several different types of cholesterol, as well as other lipids (triglycerides) that help determine the risk of heart disease. This is especially important for men that have diabetes and/or high blood pressure, those who are overweight or obese, smokers, or those with a family history of heart disease.

2. **Blood pressure.** This is checked regularly at doctor's visits, but if you're not going to doctor visits, you can have high blood pressure and not know it since it usually has no symptoms. Yet, high blood pressure is the biggest risk factor for heart disease and other health conditions.

3. **Diabetes.** It's a good idea to get your fasting blood sugar checked at annual preventive visits. This is especially true for men with high blood pressure. A preferred screening is the A1C, which measures your average blood sugar over the last three months.

4. **Colon cancer.** Screening through a colonoscopy is recommended by age 50 or sooner if there is a family history of colon cancer.

5. **Prostate cancer.** Recommendations for prostate cancer screening are changing and vary depending on your level of risk. Check with your doctor about what is best for you.

References:
https://brighamhealthhub.org/10-essential-health-screenings-for-men/

2022 Core Value Learning Paths

* Completion Deadline is August 31st, 2022 *

As you know, our focus for the 2022 Learning Path will be strengthening our customer service.

Over the coming year you will complete one of the three approved core value Learning Paths. During this time we encourage you to take notes over what you have learned, as well as work with your colleagues and managers to incorporate what you have learned in your daily work.

2022 System Wide Requirement: Core Value Learning Path Options:

1. **Learning Path (Core Value): Customer Service Standards Option 1 4(h) 32(m)**

2. **Learning Path (Core Value): Customer Service De-Escalation Option 2 5(h) 26(m)**

3. **Learning Path (Core Value): Customer Service Advanced Option 3 7(h) 39(m)**

Helpful, Optional Resources for Your Learning Path:

1. **Learning Path Reflection Workbook** ~

Take notes on each course using the workbook. You can revisit your takeaways later and organize your thoughts! To access the workbook go to *Intranet > Departments > Learning & Development > Forms & Documents*.

2. **Learning Path Discussion Forums** ~

Connect with others throughout the System by participating in the Learning Path Discussion Forums in EduBrite. Each Learning Path has its own designated Discussion Forum. Share and connect with others outside your team throughout the year!

Existing staff and staff hired **before June 1st, 2022** are required to complete a Learning Path. Staff hired after June 1st, 2022 are outside the performance review period and are **exempt** from completing a path.

Did You Know?

- The birthflower for June is the Rose and the Honeysuckle.

- Is June your birthday month? Here are some famous people born in June too: Angeline Jolie, Marilyn Monroe, Tupac Shakur, and Prince!

- June 1st, 1796 Tenessee is admitted as the 16th state of the United States.

Class Schedule
New Access Workshop Summer | 2022

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

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

A Look Ahead

Upcoming 3rd Quarter Safety Training ~ Hazardous Communication (REQ)

Required for All Staff. 27(m) This course is required for all MLS staff as our safety training requirement for third quarter. Hazardous Communication will be assigned to your EduBrite dashboard on July 1st. Completion is due by *September 30th, 2022*.

No Monthly Compliance Training for July!

To allow us to focus on Summer Reading as a System, there will not be a compliance training for the month of July!

Collections 1&2 Optional Zoom Session

Optional. If you completed the revamped Colections 1 and 2 Workshops in EduBrite, or are interested in completing in the month of June and July we encourage you to also enroll in the upcoming Zoom session. This session is hands on and will allow you to discuss scenarios. This session will also provide a chance to ask any Janeal Walker, Collection Development Manager, any follow up questions from the Workshops. Our next optional Zoom session will be held on *July 13th, 6:00p to 8:00p*. Please enroll through EduBrite under the Colection 2: Weeding 1.0 course.

If you have any suggestions you would like to see in the Training Times Newsletter please complete the survey below.

This can include suggestions on a book highlight relating to one of our core values, a training spotlight, recipe, etc.

Survey Link: https://forms.office.com/r/bjS8KVHZj8

WE WANT **YOUR** FEEDBACK

Contact **Learning & Development** at

training@metrolibrary.org

606-3827 or 606-3729