

Training Times

NEWSLETTER

December | 2020

All staff can access **EduBrite** through their smart phones, tablets, laptops or PC with the following link and intranet 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

We are excited to bring back the Training Times for all news Learning & Development related. A new issue of the Training Times will be released the 15th of each month to the Intranet.

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 page 9.

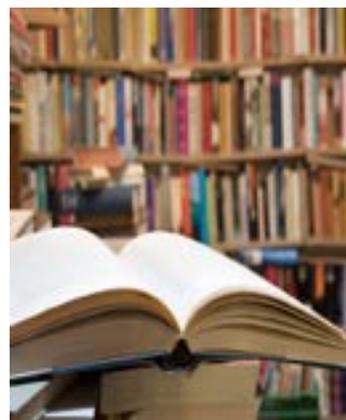
Avoiding Burnout ~24(m)

The December 2020 LinkedIn Learning course of the month is Avoiding Burnout. "Burnout" is a term often used to describe feelings of desperation, extreme stress, and the inability to continue with, or loss of interest in, scheduled activities. With the holidays approaching many of us can experience this phenomenon with the extra demands and expectations associated with the holiday season.

In this course, Todd Dewett helps you recognize some of the common causes of burnout, such as long hours, too much travel, tight deadlines, and no vacations, so that you can figure out how to prevent stress from building up! Enroll in [EduBrite](#) now.

4th Qtr safety - Hazardous Communication (REQ)

Hazardous Communication is required to be completed by all MLS employees on or before **December 31st**, as our safety training requirement for fourth quarter. This training



is approximately 27(m) in length and is designed to provide employees with initial or refresher Hazard Communication (HAZCOM) training.

eResources update for December

Due to the busyness of the holiday season there will not be an eResource Mini-Series video released

at the end of December. Consider watching one of the existing videos in the series or take the living training offered **December 8th** from NewsBank America's News, our largest newspaper resource!

Winter Reading 2021 Launches for all staff

Winter Reading 2021 is required to be completed by all MLS employees on or before **December 31st**. See Training Spotlight below for more details (page 4).

LEARNING PATHS LAUNCH IN EDUBRITE

What is a Learning Path?

A **learning path** (aka - learning track) is a journey of curated sequenced online courses for learners to progress through mastering a particular subject, skill, or program. From the learner's perspective, a Learning Path ensures they are working towards an overall goal/competency by completing a collection of the most relevant topics on a given subject.

For example:

- **Learning Path (Core Value - Innovation)**

Develop your creative thinking and innovation skills to further understanding of our core value, innovation.

- **Learning Path: Improve Your Teamwork Skills**

Learn what qualities and skills will help you work well and collaborate with others here at MLS.

- **Learning Path: Develop Your Customer Service Skills**

Understanding the various ways to deal with a customer can not only leave you feeling better about the interaction, but also result in a satisfied and happy customer.

There are many topics to choose from with over 30 Learning Paths available! Considering enrolling in a Learning Path today as it allows you to follow a course structure without being overwhelmed and keeps you on track and engaged with the course content.

- Supervisor approval is required prior to enrollment to share your professional development with them.
- Learning Paths vary in length of time from as short as 2(h) all the way up to paths that are more extensive - 9(h).

When are Learning Paths available in EduBrite?

They will be accessible *Tuesday, December 1st* in EduBrite via the Course Catalog!

How many Learning Paths are available and what are the topics?

Currently there are over 30 learning paths to choose from over a wide array of topics!

What if I as a supervisor delegate a learning path to my staff member/team/location or department?

Leaders that assign learning paths to staff can document under the **Performance Development** competency.

What if I am interested in a course in the learning path, but do not want to take the entire path?

All courses in the learning paths can be taken independently (outside of the learning path via EduBrite catalog).

LEARNING PATHS LAUNCH IN EDUBRITE



Where can I find the Learning Paths?

Learning paths are available in EduBrite via the Course Catalog.

How will I find/locate the paths once I have enrolled in one?

Is there anything else to show completion other than the red ribbon?

A learning reflection will be at the end of each learning path to reflect on the training just completed.

- This is printable.
- This is shareable with your supervisor in your one on one.

Can I take whatever learning path I want?

You can choose a path; however Supervisor approval is required.

Can I take the courses in any order I want?

No, courses within Learning Paths must be taken in a sequential order.

Where should I document the completion other than the red ribbon?

Completed learning paths can be documented under the **Professional Development** competency.

What if I have already completed a course in the learning path?

If a course has been completed previously that is also part of a learning path, credit will be given **automatically** (red ribbon of completion) and it will not have to be re-taken.

Can learning paths be paused and bookmarked like the LinkedIn Learning courses?

Yes, courses and videos in the learning paths can be paused/stopped and will be bookmarked.

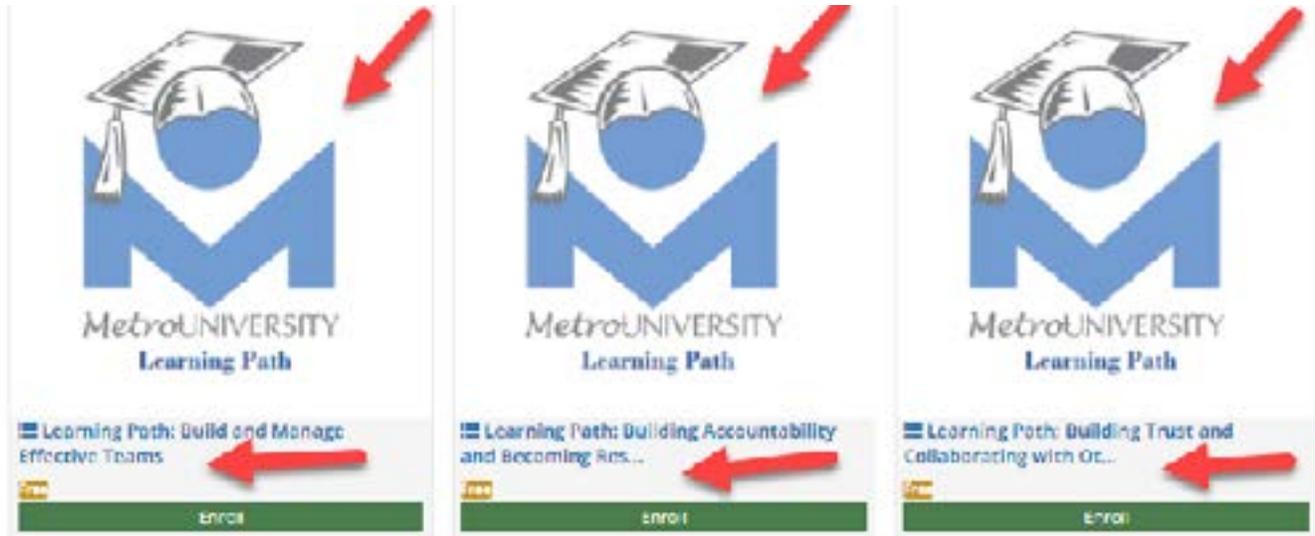


ADDITIONAL FREQUENTLY ASKED QUESTIONS

How do I know it is a learning path versus a normal LinkedIn Course?

Learning paths can be identified by:

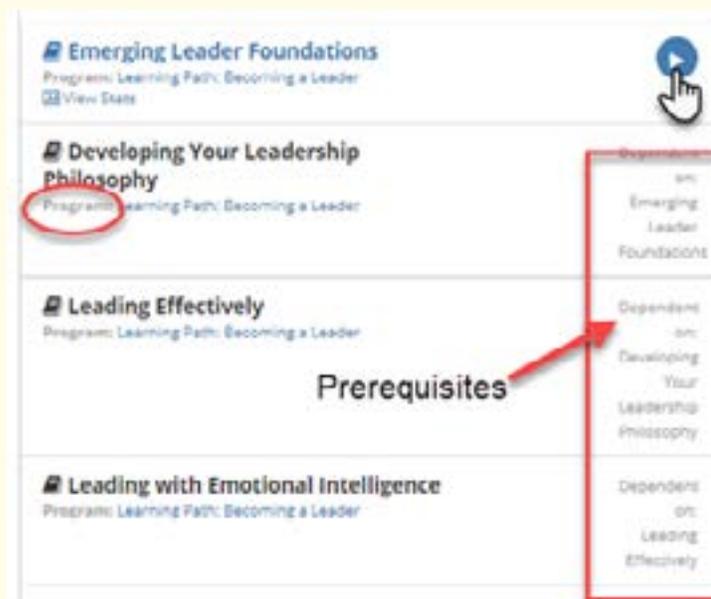
- course name starting "Learning Path:....."
- MetroUniversity "Learning Path" logo



How will I find/locate the paths once I have enrolled in one?

Learning paths will appear in EduBrite > My Items

- Each course in the path will be listed individually, identified as a 'program' underneath the course name
- The first course in the learning path will be available to launch (blue launch button).
- Subsequent course will not be available until the pre-requisite course is completed.



Training Spotlight

Recorded Session: NewsBank America's News Training (OPT)

Missed the live training in December? The recorded session is now available in EduBrite. You'll learn what newspapers are in this database and all the various ways staff and customers can utilize it.

[See EduBrite for more details.](#)

eResource Mini Series #5: TumbleBook Library (OPT)

TumbleBook Library is a collection of eBooks, story books, read-alongs, graphic novels, and videos for Kindergarten through sixth grade. The collection is always available with no waiting and no borrowing limits. In addition to traditional eBooks and read-alongs, TumbleBooks has games, puzzles, quizzes, lesson plans, and learning materials for teachers, caregivers, and homeschoolers to help build early literacy skills.

Required Compliance Course - Diversity and Inclusion (REQ)

Required for all staff. This compliance course is required by all MLS Staff. It is located in [EduBrite](#) and takes approximately 25(m) to complete. There is an Introduction page with full course details. Completion is due for all staff by **December 31st**.

Winter Reading 2021 (REQ)

Required for all staff. This training will help you identify the Winter Reading Challenge goals, highlight the mechanics of the program, and more importantly help you discover ways you can support the Winter Reading Challenge in your library or department. This course is due for all MLS staff by **December 31st** in [EduBrite](#).

EduBrite Top 10 Courses

1. How to Proactively Manage Conflict as an Employee ~ 26(m)

2. Mastering Self-Leadership ~ 26(m)

3. Essentials of Team Collaboration ~ 32(m)

4. Build Sustainable Wealth and Get Out of Debt ~ 1(h) 16(m)

5. A Beginner's Guide to Find Your Calling ~ 33(m)

6. How to Work Smarter, Not Harder: Save Time and Money and Increase Productivity ~ 1(h) 8(m)

7. How to Be a Good Mentee and Mentor 27(m)

8. Rules for Rising Leaders ~ 18(m)

9. Strategic Mentoring ~ 9(m)

10. Managing Remote Teams: Setting Expectations, Behaviors, and Habits ~ 18(m)

Don't 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!



Class Schedule December 2020

[Link to class schedule](#)

Workshop	Day	Date	Time
Access 3	Wednesday	12/2/2020	9:15-10:45am
Access 1	Tuesday	12/1/2020	9:15-10:45am
Access 2	Tuesday	12/15/2020	9:15-10:45am
Access 3	Tuesday	12/29/2020	9:15-10:45am

*Seek Supervisor approval prior to registering. 2021 schedule coming soon! Please confirm you have taken the correct prerequisites before enrolling in any Access Workshops.

DECEMBER 8

NewsBank America's News
Training via Microsoft Teams

DECEMBER 24, 25

Library Closed for Holiday

DECEMBER 31

Winter Reading 2021 due
December Compliance due
4th Quarter Safety due

JANUARY 1

Happy New Year!

JANUARY 2

2021 1st Quarter Safety and
January Compliance launches
on your EduBrite dashboard!





Quirky Online Stores for Holiday Shopping

The pandemic has changed many things about our lives, including how we shop. As you prepare for a different kind of holiday season, consider visiting these smaller and less-known online shops to help you find special gifts for anyone in your life.

Fossils and more

Find all kinds of cool nature and natural history items at The Evolution Store. There are fossils, minerals, mounted specimens and taxidermy, skulls (real and fake), and interesting jewelry pieces such as beetle-wing earrings and a meteorite necklace.

Items for book lovers

The site Out of Print sells appealing book-themed apparel and merchandise, including mugs, face masks, scarves, and tote bags. Some of our favorite items here are mugs with vintage library card designs and tote bags featuring the names of banned books. Each purchase helps to fund literacy programs and book donations to communities in need.

The joy of socks

Check out some of the many fun, novelty styles available at Joy of Socks. There are pop culture offerings, such as socks featuring images of John Lennon, as well as styles with images of animals, flowers, food, and drinks.



Shark-themed goods

Despite their fierce demeanor, sharks are beloved by many people. The non-profit Shark Angels works to protect these ocean predators, and sells different kinds of shark-themed merchandise. Among the items for sale are face masks, shirts, and hats. Proceeds are used to aid conservation efforts.

Old-fashioned candy

Fans of vintage candy styles such as Astro pops and Fun Dip will love a gift from The Old Time Candy Company, whose site is chock full of different kinds of treats. You can buy candy in bulk or as individual items, and there are also gift boxes available, including decade gift boxes, which feature popular sweets from different eras.

Cool kid's stuff

One thing that hasn't changed in the pandemic is that kids still want toys. Norman & Jules features a selection of unique handcrafted toys and kid's products from around the world. There are wooden dollhouses, colored blocks, weaving frames, kaleidoscopes, robot kits, and more.

See more articles from the Library Journal [here](#).



Places to Visit in Oklahoma During Winter

1. Take a boat ride on the canals in Bricktown during Downtown in December

Downtown in December is a month-long celebration of holiday lights, family activities and Christmas cheer.

2. Visit North Pole City in OKC for amazing holiday decorations

They offer a large selection of stockings, tree skirts, and Christmas trees.

3. Walk around the Castle of Muskogee Christmas Celebration

The drive through light display is open each evening 5:30p to 10:00p from Thanksgiving to New Years Eve!

4. Enjoy outdoor ice skating and a cup of cocoa at Tulsa's Winterfest or the Devon Ice Rink

More information here about [Tulsa's Winterfest](#) and the [Devon Ice Rink](#).

NOTE: Due to COVID-19 requirements and recommendations, many Oklahoma businesses and attractions have made changes to their hours of operation and available services.

5. Visit the Chickasha Festival of Light

Considered one of the top ten holiday displays in the nation according to travelok.com.

6. Share holiday treats with elephants

Visit Endangered Ark Foundation during the festive elephant holiday encounter and hand-feed them cake for a sure-to-remember holiday experience.



See more articles from Travel Ok.

Did you know?

The name December comes from the Latin decem for "ten", as it was the 10th month in the Roman Calendar.

December 12th is Poinsettia Day.

The song "Jingle Bells" was composed in 1857, and was originally meant to be a Thanksgiving song!

The birthstone of December is turquoise.



A Look Ahead



Upcoming 2021 First Quarter Safety Training

Required for all staff. Bloodborne Pathogens will be assigned to your [EduBrite](#) dashboard on January 2nd, 2021. This is a system-wide required training due by *Mar. 31st, 2021*.

Upcoming 2021 Compliance Training - Cybersecurity Compliance

Required for all staff. This compliance course is required by all MLS Staff. It is located in [EduBrite](#) and takes approximately 30 minutes to complete. There is an Introduction page with full course details. Completion is due for all staff by *January 31st, 2021*.

Weeding 2.0 coming soon!

Weeding, or removing library materials from your collection, is an important part of collection maintenance. Weeding 2.0 builds on the knowledge created by Collection I & II. This course gives staff the tools needed to keep the collection looking great, make material easy to find, and save time for library customers. *Launching February 2021!*

Niche Academy

We are excited to announce that Niche Academy will be coming to EduBrite in 2021 as one of our content providers. They specialize in providing content for public libraries and will be a huge benefit to MLS employees and customers. Stayed tuned for more details regarding content and dates! [Read more...](#)

Soft Apple-Spice Cookies Recipe

Ingredients

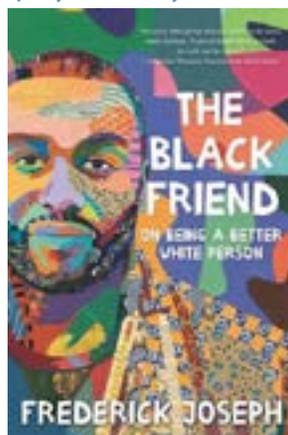
2 Granny Smith apples
2 c. all-purpose flour
1 1/2 tsp. ground cinnamon
1/2 tsp. baking powder
1/2 tsp. baking soda
1/4 tsp. salt
ground cloves
grated nutmeg
1 1/4 c. packed brown sugar

3/4 c. unsalted butter
2 large eggs
1/2 c. tart dried cherries
1/2 c. walnuts
Frosting
1/2 c. packed brown sugar
3 tbsp. unsalted butter
3 tbsp. milk
1/2 tsp. vanilla extract
1 c. confectioners' sugar
1/2 c. walnuts



Staff Pick Book Highlight

Here is a staff readers pick tied to our core value [equity, diversity, and inclusion](#).



Title - The Black Friend: On Being a Better White Person

Author - Frederick Joseph

Released - Dec 2020

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.

Learning & Development

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