

# Training Times

## NEWSLETTER

April | 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:

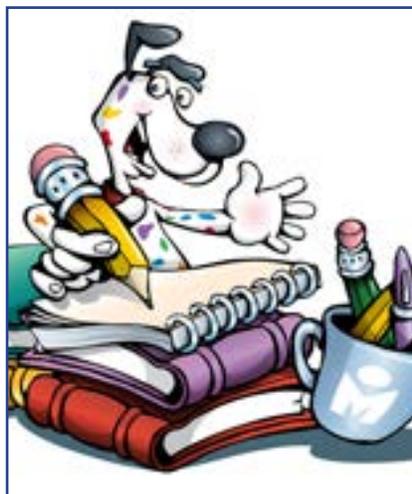
The information contained in the multi-media content and resources/handouts posted represents the views and opinions of the original creators of the content and does not necessarily represent the views, procedures, or policies of the Oklahoma Metropolitan Library System.

## Announcements

**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.

### Well-being in the Workplace~23(m)

In this course, join Lianne Weaver, the founder and director of Beam Holistic Therapy and Beam Development & Training Ltd., as she shares practical techniques for alleviating anxiety, worry, stress, and other common mental health issues. Enroll in [EduBrite](#) now.



### EduMinutes: Innovation Core Value - April 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)

### April Compliance - Importance of Employment Documentation (REQ)

**Supervisors only.** Assigned to your [EduBrite](#) and takes approximately 15(m) to complete. There is an introduction page with full course details. Completion is due for supervisors by **April 30th**. No compliance course for non-supervisors this month.

### 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**.

### Required Core Value Learning Path!

Don't forget to enroll and complete a **Core Value Learning Path** during the performance period (November 2020 - October 2021). Completion is required for all staff by October and employees who do not complete will receive a **Needs Improvement** rating in the Professional Development competency. Learning paths are available in EduBrite via the Learning Path catalog. To access a full list of Learning paths visit the [Intranet > Departments > Learning and Development > Learning Paths](#).

## New Feature!

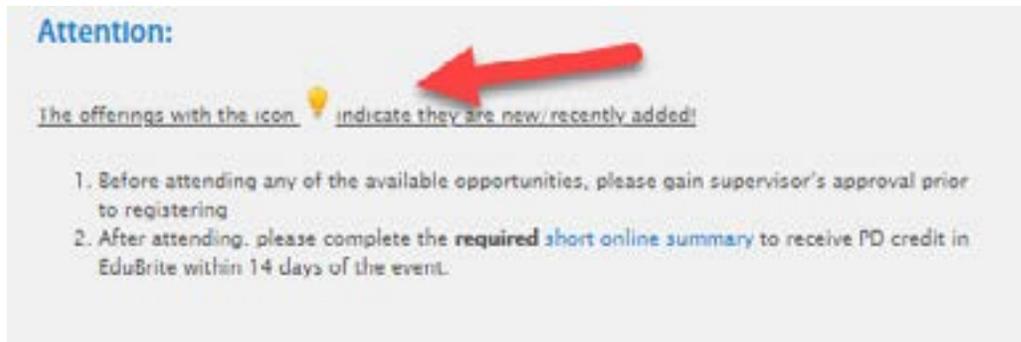
# Outside Professional Development Opportunities

Based on your feedback we have now added all outside training opportunities to the **'Upcoming Webinars and Training'** link on the homepage of the Intranet. This new feature allows Learning & Development to:

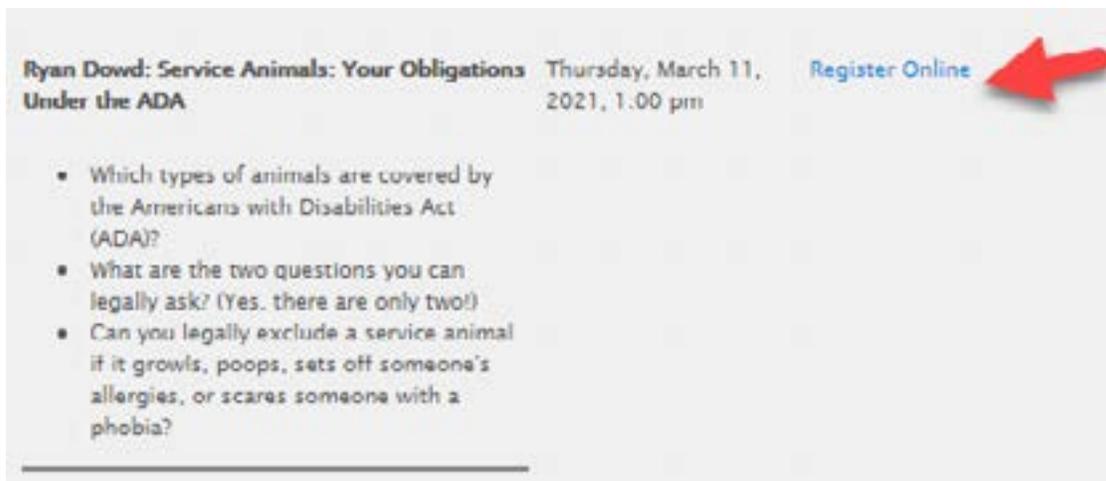
1. Share all professional development opportunities in one convenient location.
2. Limit the amount of emails staff receive on upcoming training opportunities.
3. Update you faster and more efficiently as new webinars and courses become available throughout the month!



Once the link is accessed you will see all upcoming outside professional development opportunities. New/recently added opportunities are indicated by the lightbulb icon (shown below).



Once you find a outside professional development opportunity of interest click the 'Register Online' hyperlink to the right of the webinar title, description, and date (shown below).



## Learn More About Our Core Value ~ Innovation

Consider enrolling in the following LinkedIn Learning courses over our Core Value ~ Innovation:

- **Jeff Dyer on Innovation 1(h) 1(m)**

Innovators are often creative people. But to take a clever idea and actually make it a marketable product requires a bit more than mere invention. In this course, join thought leader and innovation expert Jeff Dyer as he shares his insights on developing the key skills that lead to innovative capabilities, and explains how to apply those skills to accomplish repeated innovation. Jeff discusses behaviors and techniques that can help you generate creative ideas, as well as a method for bringing your ideas to the marketplace.

- **Enhancing Team Innovation 1(h) 14(m)**

Innovation is the key to any company's success. It sets you apart from the competition and feeds the pipeline for future growth. Learn how to incorporate innovation and creativity into your workplace, in this course with leadership coach Gemma Leigh Roberts. Gemma identifies the psychological tricks and best practices to help high-performing teams reach their innovative potential. Follow along and discover how to create a space for innovation to thrive, nurture new ideas, learn from challenges, and build room for experimentation and play. Using these tips, you can build high-performing teams that challenge the status quo and lead in a competitive market.

- **Balancing Innovation and Risk 28(m)**

According to Harvard Business Review, organizations with a mix of high- and low-risk innovation activity significantly outperform the competition.\* Author and CEO Lisa Bodell guides you through the importance of smart risk-taking in innovation. From evaluating ideas and managing your pipeline to setting metrics that connect to your innovation goals, you'll find practical strategies for risk-taking in your own business.

## Did you know?

In the Southern Hemisphere, April is the seasonal equivalent to October.

Those born in April have a diamond birthstone. Their birth flower is either a Daisy or a Sweet Pea.

Earth Day is Thursday, April 22nd and celebrated in 193 countries around the world!

Noah Webster copyrighted the first edition of his dictionary in April



# Training Spotlight

## eResource Mini Series #7: Kanopy (OPT)

25(m) This eResource mini-series was created to help you better understand what digital resources are available to MLS customers and staff. Kanopy is an on-demand streaming video platform that offers viewers a large collection of award-winning films, documentaries, television series, and children's programming. Learn more by taking the course in [EduBrite](#).

## Summer Reading 2021 - Public Services Staff (REQ)

**Required for Public Service Staff.** 20 - 25(m) The purpose of Summer Reading training is to provide the tools and information for staff to help customers. This course will be automatically assigned to your [EduBrite](#) dashboard. *Completion is due Apr 30th, 2021.*

## Niche: Ryan Dowd on Service Animals: Your Obligation Under the ADA (OPT)

1(h) Join Ryan Dowd to learn about which types of animals are covered by the Americans with Disabilities Act (ADA), which two questions you can legally ask, and whether you can legally exclude a service animal if it growls, poops, or sets off someone's allergies. Learn more by completing this course in [EduBrite](#). Available for **one year** with our Niche Academy subscription!

## Summer Reading 2021 - Department Staff (REQ)

**Required for Department staff.** 20 - 25(m) The purpose of Summer Reading training is to provide the tools and information for staff to help customers. This course will be automatically assigned to your [EduBrite](#) dashboard. *Completion is due Apr 30th, 2021.*

## EduBrite Top 10 Courses

1. Well-being in the Workplace ~ 23(m)
2. Building a Diverse Professional Network ~ 19(m)
3. The Power of Introverts ~ 36(m)
4. How to Stand Out ~ 26(m)
5. How to Crush Self-Doubt and Build Self-Confidence ~ 21(m)
6. Visualizing Your Leadership Journey ~ 32(m)
7. Managing Skills for Remote Leaders ~ 1(h)



### Niche Academy Course Highlights:

8. Niche: Coding with Kids ~ 43(m)
9. Niche: How to Write Book Reviews ~ 25(m)
10. Niche: Storytime Training ~ 14(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!

# Wellness Now

## Resources

Check out this **Wellness Lesson** on back pain from the Wellness Connect portal ~



Back pain is the leading cause of disability in the world, and most people on the planet will experience it at least once in their lives. This lesson will focus on everything you need to know about addressing, treating, and coping with acute and chronic back pain.



### Earn 50 points in Wellness Connect!

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

### Earn 75 points in Wellness Connect!

- Create a Personal Goal by September 30th, 2021.
- Join a Challenge.
- Complete Webinar - Stress & Mindfulness

Take the following **LinkedIn Learning Courses** on Work/Life Balance, Wellness, and Stress Management etc.:

- Balancing Work and Life 28(m)
- Managing Stress for Positive Change 57(m)
- Creating an Amazing Life 22(m)
- Being Postive at Work 34(m)

## Veggie Tacos



### Ingredients

- 2 Tbsp. olive oil
- 1 large green bell pepper
- 1 medium yellow onion
- 1 package (8 oz.) sliced mushrooms
- 1 Tbsp. Knorr Selects Vegetable Bouillon
- 1 avocado
- 1/4 bunch fresh cilantro
- 8 corn tortillas
- 5 Tbsp. sour cream

### Directions

Heat olive oil in large nonstick skillet over high heat. Slice green pepper and onion and cook with mushrooms, sprinkle with Knorr Selects Vegetable Bouillon, until tender, 7 to 8 minutes.

While vegetables are cooking, dice avocado, coarsely chop cilantro, and warm tortillas.

Evenly spoon vegetables onto tortillas and evenly top with sour cream, avocado, and cilantro. Serve with fresh lime or hot sauce, if desired.

# Class Schedule

## Access Workshop Spring 2021

Class Name	Day	Date	Time
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### APRIL 1

- 2nd Qtr Safety launches for all staff.
- Compliance course launches. *Supervisors Only.*

Access 1	Wednesday	3/31/2021	9:15-10:45am
Access 2	Wednesday	4/14/2021	9:15-10:45am
Access 3	Wednesday	4/28/2021	9:15-10:15am
Access 1	Wednesday	4/7/2021	6:15-7:45pm
Access 2	Wednesday	4/21/2021	6:15-7:45pm
Access 3	Wednesday	5/5/2021	6:15-7:15pm
Access 1	Thursday	4/29/2021	1:15-2:45pm
Access 2	Thursday	5/13/2021	1:15-2:45pm
Access 3	Thursday	5/27/2021	1:15-2:15pm

### APRIL 30

- Summer Reading 2021 due for all staff.
- Compliance due for Supervisors.

\*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 Spring 2021

Class Name	Day	Date	Time
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Workshop 1	Wednesday	4/7/2021	9:30-12 PM
Workshop 2	Wednesday	4/14/2021	9:30-12 PM
Workshop 3	Wednesday	4/21/2021	9:30-12 PM

\*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



## 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. *Tentative launch date April 2021!*

## Summer and Fall 2021 Access and Collection Workshop Schedule coming soon!

Once schedules are finalized they will be shared to the Intranet, EduBrite, and MLS training calendar. Be on the look out within the next few weeks!

## XChange Meeting - May

**Required for all members of XChange.** Topic: Core value - Respect. Please go into [EduBrite](#) and reserve one of the two event times on *May 11th, 2021*, 8am to 12pm or 1pm to 5pm.

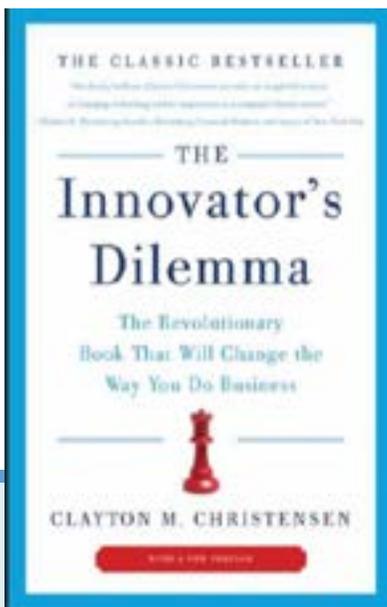
## Upcoming May Compliance Training - Introduction to Federal Employment Law: Supervisors (REQ)

**Required for supervisors only.** This compliance course is required by supervisors only and will be assigned accordingly to your [EduBrite](#) dashboard. There is an introduction page with full course details. Non-supervisors will not have a compliance training for the month of May. Completion is due for all supervisors by *May 31st, 2021*.

## Staff Pick Book Highlight

Here is our staff readers pick for April 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** - The Innovator's Dilemma

**Author** - Clayton Christensen

**Released** - 1997

Contact Learning & Development at

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606-3827 or 606-3729