



# Training Times

## NEWSLETTER

July | 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 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.

### New July EduMinutes ~ Efficient Time Management (OPT)

18(m) Learn how to find room in your schedule to make productivity improvements, such as when to learn about time management. 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](https://www.surveymonkey.com/r/EduMinutes_Opt_In)



### Enroll in Collection 1 & 2 Workshops via EduBrite!

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. These courses are self-paced to work around your busy schedule and does include an optional Zoom session after completing both workshops. Enroll via [EduBrite](#).

### Core Value Learning Path Deadline Approaching Fast!

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**.

### No Compliance Training for July

### 3rd Qtr Safety - Hazardous Communication (REQ) Launched

30(m) In this course, you will learn about OSHA's Hazardous Communication standard and the methods for chemical hazards, including labels, safety data sheets, and hazard assessments. This course has been assigned to your [EduBrite](#) dashboard.

Completion is due at the end of the quarter on **Friday, September 30th**.

### Leading Volunteers with Confidence (OPT)

This is a closed session for PS Managers and other staff who supervise volunteers at their location. In this training discover why we have volunteers, what value they add to our guest's experiences, how we create a culture of belonging for our guests, staff, and volunteers, plus much more! Session dates and times can be found within the course or on page 7 of the newsletter.

# Training Spotlight

## Managing Your Post-pandemic, Anxiety-Triggered Brain

38(m) In this course, Learn how to identify maladaptive habits in managing anxiety, how to be more proactive by understanding how anxiety is impacting the brain differently, and how to prepare for change differently by first preparing to take different actions. Enroll via [EduBrite](#).

## Niche: Ryan Dowd on Mental Illness (Part 3): Live Q&A with Dr. Eric Ward and Ryan Dowd (OPT)

90(m) In the course, Ryan Dowd and Dr. Eric Ward will answer questions that have been asked during Parts 1 and 2 of this series as well as take questions from the audience. Need to catch up? Part 1 and 2 are available for all MLA staff with our Niche Academy subscription. Enroll via [EduBrite](#).

## Using Gender Inclusive Language

55(m) The words we use can create a sense of belonging, but they can also be exclusionary without our realizing it, particularly when they touch on elements of our unique identities such as gender, race and ethnicity, disability, sexual orientation, and more. In this course, learn about the importance of inclusive language and how it relates to workplace culture and belonging. Enroll via [EduBrite](#).

## Coaching Skills for Leaders and Managers

34(m) Leaders who provide targeted, ongoing coaching to their employees can strengthen their team and add value to their organization. In this course, leadership expert Sara Canaday shares the differences between managing, training, and coaching, and provides managers with coaching models and skills to support the development and growth of their employees. Enroll via [EduBrite](#).

## July Top 10 ~ What's Popular from Niche Academy?

**1.** Niche: Ryan Dowd on How to Respond to Prejudicial Comments from Customers ~ 90(m)

**2.** Niche: Ryan Dowd on Police: How to Reduce Police Calls and Keep Everyone Safe In Your Organization ~ 90(m)

**3.** Niche: Celebrating Inclusion and Diversity in Storytime ~ 60(m)

**4.** Niche: From Compassion to Action: Serving those with Mental Health Challenges in the Library ~ no time provided

**5.** Niche: Reference Tools for Youth Services ~ 1(h) 12(m)

**6.** Niche: Niche Academy Webinar - Serving Individuals with Autism ~ no time provided

**7.** Niche: Niche Academy Webinar - Designing Effective Library Signage ~ no time provided

**8.** Niche: Ryan Dowd on Mental Illness (Part 1): How to handle problematic behavior ~ 90(m)

**9.** Niche: Ancestry Library Edition ~ no time provided

**10.** Niche: Ryan Dowd on Ornerly Teenagers: How to compassionately and effectively manage their problem behaviors ~ 45(m)



## 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 even more opportunities!

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

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- **The Early Academic Research: Promoting Discovery and Use of Primary Resources ~ July 18th @ 1:00 pm CST**

This course is a focus on understanding primary sources and how they can be used in a college assignment, such as a research paper. In this presentation, we will show you: —How to find some of the 10,000+ primary sources within Infobase resources.

- **How to Build a Resilient Mindset in the Workplace ~ July 20th @ 12:00 pm CST**

In this webinar, speaker and DEI coach, J. Israel Greene, will discuss what a VUCA (Volatile, Uncertain, Complex, and Ambiguous) environment is and how to live through it. He will provide tips on how to recognize when things are changing from uncertainty or permanence and how to navigate through emotional shifts by focusing on well-being.

- **The GNCRT Guide to Addressing Comic Book Bans, Censorship, and Challenges ~ July 21st @ 1:00 pm CST**

During this webinar, Amie Wright, Julia Lanter, Gabriel Lopez, and Ryan Grant will participate in a lively discussion moderated by Robin Brenner presenting their Toolkit and findings from their recent survey of 100+ schools and libraries on comics censorship.

- **Managing Implicit Bias in Your Library ~ July 28th @ 1:00 pm CST**

Attendees will learn how implicit bias can affect services such as reference, readers advisory, customer service, and library programming.

- **Navigating Sustainable DEI Strategy Implementation ~ August 3rd @ 11:00 am CST**

Explore a framework for how to navigate the DEI integration path from the early stages of building awareness and gaining momentum to structural transformation and beyond. Learn common roadblocks and pitfalls, and what makes sense to prioritize at which stage of development.

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# Wellness Now



## Join the Challenge ~ Rethink Your Drink

Challenge ends July 30th! Fill up your water bottles to the brim and join the Rethink Your Drink challenge to help you make drinking water a part of your daily routine. Water is essential to good health, yet needs vary by individual. In this 30-day challenge, you will be motivated to stay hydrated throughout the day while creating a healthy habit of drinking the right amount of H2O for Y-O-U.

## Wellness Lesson Highlight

Check out this **Wellness Lesson** from the Wellness Connect portal ~ **Breathe Better**

This wellness lesson will focus on a few respiratory conditions that can affect our well-being, including allergies, asthma, and chronic obstructive pulmonary disease (COPD). If you are one of the many people who struggle with allergies and/or asthma, this lesson will provide important tips on how to control triggers at home and at work, as well as prevention and management of COPD.



## Delicious Black Bean and Corn Salad



### Ingredients:

- 1/2 cup olive oil
- 1/3 cup fresh lime juice
- 1 clove garlic, minced
- 1 teaspoon salt
- 1/8 teaspoon ground cayenne pepper
- 2 (15 oz) cans black beans, rinsed and drained
- 1 1/2 cups frozen corn kernels
- 1 avocado - peeled, pitted, and diced
- 1 red bell pepper, chopped
- 2 tomatoes, chopped
- 6 green onions, thinly sliced
- 1/2 cup chopped fresh cilantro

### Directions

- Place olive oil, lime juice, garlic salt, and cayenne pepper in a small jar. Close the lid tightly and shake the jar until the dressing is well combined.
- Combine in a salad bowl beans, corn, avocado, bell pepper, tomatoes, green onions, and cilantro.
- Shake dressing again, pour over salad, and toss to coat.

Serving size: 6

Total time: 25 minutes

Reference: <https://www.allrecipes.com/recipe/13933/black-bean-and-corn-salad-ii/>

## 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.



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.

### 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!

## Did You Know?



- July has two birth flowers - the water lily and the larkspur.
- Catch up with a friend to celebrate International Day of Friendship on July 30th.
- Neil Armstrong made history on July 29, 1969, by taking the first steps on the moon.

## Class Schedule

### 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 August Compliance Training ~ Wage and Hour Rights and Responsibilities (REQ)

**Required for All Staff.** 20(m) There will be a supervisor and non-supervisor version of this course. The appropriate training will be assigned to your [EduBrite](#) dashboard on August 1st. Completion is due by **August 31st, 2022**.

### Core Value Learning Path Due

Don't forget to finish up your learning path. Staff hired after June 1st, 2022 fall outside of the performance review period and are exempt from completing a Learning Path. Completion is due by **August 31st, 2022**.

### Leading Volunteers with Confidence Session Dates

**Optional.** These sessions are for PS Managers and other staff who supervise volunteers. Participants will learn how to engage and supervise volunteers, and create a positive and welcoming experience for guests, volunteers and staff. If interested, please enroll in a session through [EduBrite](#).

Date	Time	Location
July 19th	9:00 am - 12:00 pm	CH Library (Room 1+2)
August 4th	5:00 pm - 8:00 pm	BI Library (Room AB)
September 20th	10:00 am - 1:00 pm	Virtual via Zoom

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>



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