

Training Times

NEWSLETTER

May | 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

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.

Handling Workplace Bullying~42(m)

In this course, bullying expert Catherine Zundel defines the key differences between workplace harassment and bullying. Catherine also shares how to step in to stop bullying as a leader, and explains how to coach those identified as bullies. Enroll in [EduBrite](#) now.



EduMinutes: Respect Core Value - May 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

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

Supervisors only. Assigned to your [EduBrite](#) and takes approximately 30(m) to complete. There is an introduction page with full course details. Completion is due for supervisors by **May 31st**. 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 31st 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](#).

Weeding 2.0 Launched in EduBrite!

Frequently Asked Questions:

- **What is Weeding?**

Weeding is an important part of collection maintenance. Weeding 2.0 builds on the knowledge learned in Collection I & II.

This course will give you the tools needed to:

- Keep the collection looking great.
- Making materials easy to find.
- Save time for library customers.

- **Is this course required?**

This course is required for all Engagement Staff and Library Managers. It will be due **September 30, 2021**. Incoming Engagement Staff and Library Managers will be assigned the course as applicable, to complete by their 6th month of employment. All other staff may complete with supervisor approval.

- **Is there a prerequisite for completing Weeding 2.0?**

No, there is not a prerequisite, however the completion of Collection 1 and Collection 2 prior to Weeding 2.0 is strongly encouraged.

- **How long does Weeding 2.0 take to complete and where can I enroll?**

The course takes approximately 45(m) to 1(h) to complete. Enroll in the course by searching "Weeding 2.0" in EduBrite. Engagement and Library Managers already have this course on their dashboard.



5 Strategies to Cope With Work Stress

According to the **Centers for Disease Control and Prevention**, 29-40% of people in the U.S. report being extremely stressed at work. Stress doesn't just affect our mental wellness. It also increases our risk of infections, like colds, flus, and COVID-19, as well as chronic conditions like hypertension, heart disease, diabetes, and more.

Start your journey to health! Complete the following courses: **Mindful Stress Management 36(m)**, **Managing Stress for Positive Change 57(m)**, **Managing Stress 21(m)** in EduBrite today!



1) Get a good start to your day.

Are you in a rush each morning? Instead of starting your day in stress mode, get up a few minutes earlier to avoid the morning rush. Take the time to nourish your body with a healthy breakfast (meal prepping in advance can save you time). Once at work, take a couple of minutes to plan your day or review the day's most important tasks.



Complete a course on **stress management** available via EduBrite ~

- Niche: PLS Stress Management
- Managing Stress for Positive Change

2) Clarify your work requirements.

Not having clarity about expectations or having many competing priorities can add to your stress. If you're not entirely clear about an assignment, deadline, or what to prioritize first, have an open and honest talk with your supervisor. It can help avoid mistakes or missed deadlines, which can cause even more stress.

3) Avoid work conflict.

Every workplace has some degree of interpersonal conflict. Do your best to avoid gossip and complaining. If needed, set boundaries instead of getting sucked into negativity.



4) Avoid multi-tasking

Research shows that our minds cannot focus well on more than one task at a time. The idea that multi-tasking saves time has been debunked. Splitting your focus can make you feel frazzled and lead to mistakes or having to re-do tasks.

5) Take walking breaks

Physical activity is one of the best stress reducers. It can clear your mind, lift your mood, and help you stay fit. If you work at a computer most of the day, it can also help release the tension from your body.



Did you know?

May's birthstone is the emerald which is emblematic of love and success.

This month is ALS Awareness Month.

The fifth of May or Cinco de Mayo celebrates the victory of the Mexican army over the French army at The Battle of Puebla in 1862.

On May 1, 1931 the Empire State Building was officially opened.



Training Spotlight

May eResource Spotlight ~ Niche: Creativebug - Online Arts and Crafts Classes (OPT)

15(m) eResource spotlights are to promote the databases available to MLS customers and staff. Creativebug includes thousands of online tutorials in many subjects including piano, guitar, drawing, crocheting, painting and more. Learn more by taking the course in [EduBrite](#).

LinkedIn Learning Course ~ How to Support Your Employees' Well-Being 34(m)

UK-based instructor Amy Brann provides specific tools based on brain science to help you be a source of strength and support for your employees. She discusses your role in your employees' well-being and how you can positively impact your employees' experience at work. Amy explains how to recognize, address, and prevent employee burnout. Now available in the [EduBrite](#) course catalog.

Niche: Ryan Dowd on How to Respond to Prejudicial Comments from Customers (OPT)

1(h) 30(m) Join Ryan Dowd to learn why most approaches to confronting prejudice actually increase prejudice (according to research!). Plus several strategies you can use. Learn more by completing this course in [EduBrite](#). Available for **one year** with our Niche Academy subscription!

If you've completed a webinar or workshop outside of MLS please complete the [Outside Professional Development Summary](#) to receive credit in EduBrite.

Wellness Now

Resources

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



Many people think that being at a healthy weight means being "thin," but actually a healthy weight is a weight that lowers your risk for health problems. This Wellness Lesson will give you information on how to get more active and eat healthier to manage your weight and make lasting changes.



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

May is Women's Health Month! Do you know that heart disease is the leading cause of death for women in the US? Some things you can do to help reduce risk are:

- Manage your stress levels.
- Choose healthy foods.
- Monitor your cholesterol.
- Aim for 30 minutes of exercise a week.

EduBrite Top 10 Courses

1. Teaching Civility in the Workplace ~ 50(m)
2. Handling Workplace Bullying ~ 42(m)
3. Vivek Wadhwa on Technology and Doing What Is Right ~ 24(m)
4. Fred Kofman on Making Commitments ~ 56(m)
5. Building Trust ~ 58(m)
6. Values and Ethics: Case Studies in Action ~ 42(m)
7. Leading Inclusive Teams ~ 1(h)

Niche Academy Course Highlights:

8. Niche: Confirmation Bias ~ 15(m)
9. Niche: ABLE - Ethics and Public Service ~ 2(h)
10. Niche: Is this true? Why we believe in fake information online ~ 5(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!

Sweet Potato Kale Frittata



Ingredients

- 6 large eggs
- 1 c. half-and-half
- 1 tsp. kosher salt
- 1/2 tsp. Freshly ground pepper
- 2 c. sweet potatoes
- 2 tbsp. olive oil
- 2 c. firmly packed chopped kale
- 1/2 small red onion
- 2 clove garlic
- 3 oz. goat cheese

Directions

Preheat oven to 350 degrees F. Whisk together eggs and next 3 ingredients.

Saute sweet potatoes in 1 tablespoon hot oil in a 10-inch ovenproof nonstick skillet over medium heat 8 to 10 minutes or until potatoes are tender and golden; remove and keep warm. Saute kale and next 2 ingredients in remaining 1 tablespoon oil 3 to 4 minutes or until kale is wilted and tender; stir in potatoes. Pour egg mixture evenly over vegetables, and cook 3 more minutes. Sprinkle egg mixture with goat cheese.

Bake at 350 degrees F 10 to 14 minutes.

Reference: <https://www.womansday.com/food-recipes/food-drinks/recipes/a39769/sweet-potato-kale-frittata-recipe-clx0914/>



Class Schedule

New 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

MAY 1

- Compliance course launches. *Supervisors Only.*

MAY 11

- XChange Meeting

MAY 31

- Shelving Advanced due for Access 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

New Schedule!

Collection Workshop Summer | Fall 2021

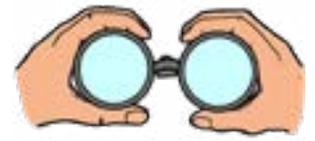
Class Name	Day	Date	Time
Workshop 1	Wednesday	6/9/2021	2:00-4:30
Workshop 2	Wednesday	6/16/2021	2:00-4:30
Workshop 3	Wednesday	6/23/2021	2:00-4:30
Workshop 1	Tuesday	8/10/2021	9:30-12 PM
Workshop 2	Tuesday	8/17/2021	9:30-12 PM
Workshop 3	Tuesday	8/24/2021	9:30-12 PM
Workshop 1	Tuesday	10/5/2021	5:30-8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



Upcoming June Compliance Training ~ FMLA: Leave Rights and Responsibilities - Non-Supervisor (REQ)

Required for non-supervisors. 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 **June 30th, 2021**.

Upcoming June Compliance Training ~ FMLA: Leave Rights and Responsibilities - Supervisor (REQ)

Required for supervisors. 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. Completion is due for all supervisors by **June 30th, 2021**.

Staff Development Day 2021

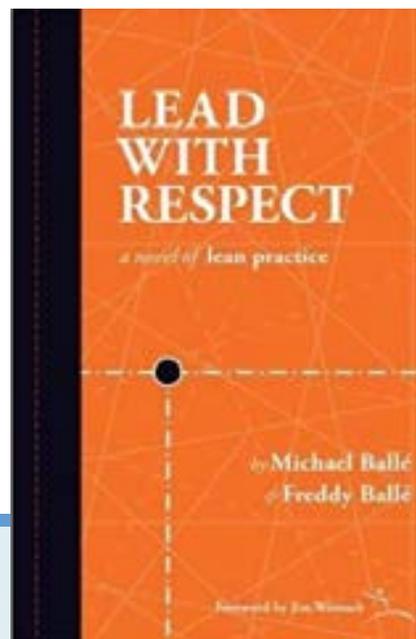
Save the date in your calendars! Staff Development Day is Monday, October 11th, 2021. More details to come about this exciting event!



Staff Pick Book Highlight

Here is our staff readers pick for April tied to our core value **Respect**.

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 - Lead with Respect: A Novel of Lean Practice

Author - Michael Balle & Freddy Balle

Released - 2014

Contact Learning & Development at

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606-3827 or 606-3729