



Training Times

September

Upcoming Courses

GOAL

September 7, 2010

Using the 2010 Census and Community Survey

September 13, 2010

Collection Management

September 14, 21, and 28th, 2010

Compassionate Communication

September 14, 2010

Reference USA—Informational Overview of Databases

September 14, 2010

Reference Tools 4

September 15, 2010

Excel Basics

September 16, 2010

GOAL

September 20, 2010

Genealogy 101

September 22, 2010

SUPR—Managing Employee Performance

September 23, 2010

CUST—Celebrating Differences

September 23, 2010

True Conflict

September 30, 2010

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MetroUNIVERSITY BUZZ...

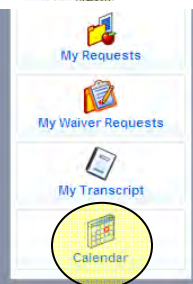
Wow, can you believe that it is now September 2010?!? Time just keeps right on a tickin' and so do the opportunities for staff to hone their professional development skills!

Recently we have been busy adding lots of new training opportunities to the LMS for staff – including webinars and webcasts (current popular training formats) we need to give a little clarification for how these will work. First of all, there are basically two types of trainings offered in the LMS: Face to Face classes (referred to as ILTs [Instructor Lead Training] and User Defined Tasks [UDTs]). Webcasts and webinars are UDTs and require that still need to have supervisor permission to participate and once permission is granted you can participate. After the session is over, the participant is responsible for going into the LMS and “Mark Complete” the session to finalize the training and add the course to their training transcript.

Remember, ONLY the ILT courses show up on the Training Calendar on the LMS. The UDTs are displayed in the Course Catalog but DO NOT display on the Training Calendar. There is also some confusion on the difference between the Training Calendar icon on the home screen and the Calendar icon in the left-side column. Here is the quick difference:



This Training Calendar displays only the ILTs being conducted across the system that have remaining ‘seats’ open for enrollment.



This Calendar displays a staff member's own class scheduled for enrolled courses for the current month or upcoming/previous months.

If you have questions regarding the LMS, I would encourage you to contact one of the LMS Liaisons we have recently trained (see listing) – There should be one right at your library location!

Don't forget that FOCUS! is just a little more than a month away! Watch for online enrollment to start during the second week of September. We will be kicking off an exciting new wellness program... I think you will love it! And I am pleased to tell you that our morning guest speaker is the 2009 Biggest Loser – Danny Cahill!! He is sure to inspire you to better health.

See you in class!

Using the 2010 Census and American Community Survey

This is the basic Census workshop taught by Steve Beleu from ODL. We will teach you how to access 2000 and 2010 Census data, the 1-, 3-, and 5- year "multiyear estimates" data from the American Community Survey, the Annual Population Estimates data, data from the 2007 Economic Census, and some features from the Census homepage. We will begin using 2010 Census data in our workshop as soon as it's available. Our focus will be on learning how to use the revised American Fact Finder search engine that you will use to search for 2010 Census data. We will focus on data and maps that feature Oklahoma. More information is attached to this e-mail.

Course Details:

Date: Monday, September 13, 2010
Time: 9:00 am—12:00 pm
Location: Midwest City Library
Facilitator: Steve Beleu, ODL
Sign-Up Deadline: Monday, September 6, 2010

Intro to Collection Management

Course Goal: This workshop is designed for all library employees and is intended to familiarize the participants with policies, procedures, methods and reports which are integral to the materials management process.

Course Objectives: At the end of this course, participants will be able to:

- Discuss library system policies and procedures relating to the materials management process;
- Recognize his/her own responsibility to contribute to the process of selecting new material, replacing older material, and withdrawing damaged, outdated, or unused materials;
- Understand the guidelines concerning bindery, gift materials and routing materials; and
- Use library system methods and reports regarding materials management.

Course Details:

Dates: Tuesdays, September, 14, 21 and 28, 2010
Time: 8:30 am—12:30 pm
Location: Metro U Training Room, Downtown Library
Facilitator: Materials Services Division Staff
Sign-Up Deadline: Tuesday, September 7, 2010

Compassionate Communication

Empathy is a quality of character that can change the world." -Barack Obama

Compassionate Communication connects us to a universal language of the heart -- a language of life. This course develops presence, communication skills and consciousness for creating connection based in compassionate giving and receiving, even when people are making it hardest for us to do this. Compassionate Communication was developed by Marshall B. Rosenberg, Ph.D. and is disseminated through the Center for Nonviolent Communication and its over 230 trainers and thousands of others worldwide.

Compassionate Communication training offers:

- A language of human needs and skills of communication
- Self-connection in well being, centeredness, and effective action
- Connection and Collaboration instead of Command and Control
- Honesty from the Heart
- A consciousness of interdependence and compassion
- Conflict resolution within ourselves and with others

This course is open to all employees who have completed the Prepare: Respect, Service and Safety training.

Course Details:

Date: Tuesday, September 14, 2010
Time: 1:30—4:30 pm
Location: Southern Oaks Library
Facilitator: Lynda Bahr
Sign-Up Deadline: Tuesday, September 7, 2010

Reference USA

An informational overview of Reference USA databases from our Reference USA representative Luke Christensen.

Course Details:

Date: Tuesday, September 14, 2010
Time: 1:00—2:30 pm
Location: Service Center Conference Room
Facilitator: Luke Christensen
Sign-Up Deadline: Tuesday, September 7, 2010

Reference Tools 4: Health Sources

What are all these books for anyways?!? The Reference Tools courses are ideal for library employees new to reference work or employees in any position interested in library science. These five sessions will give participants hands-on experience with all kinds of reference sources. Each session features sources organized by topic and fun activities to help you recall them when you need them! Participants will see "Top 10" books, databases, and websites. Participants will also experience practice questions and have great discussions about the merits of and limitations of using some sources over others. Participants will have hands-on time with books and computers with the appropriate computer programs.

- COLL 4263 - Reference Tools 5: Government and Legal **Offered November 11th**

Course Details:

Date: Wednesday, September 15, 2010

Time: 1:30—4:30 pm

Location: Bethany Library, Rooms AB

Facilitator: Julianna Link

Sign-Up Deadline: Wednesday, September 8, 2010

Excel Basics

Establishing a working knowledge of Microsoft's Excel spreadsheet program can help any library staff member to better manage information – whether it is in an organizational, analytical, or communicational manner. The Excelling through Excel course is designed to provide a participant a hands-on approach to learning and the application of the learned skill immediately to a personal or work-related course project of his/her own choosing. Don't miss out on this excellent computer application class!

Course Goal: To explore and practice the basic formulas and functions of the Excel 2007 software application of Microsoft Office and how its applications can benefit employees of the Metropolitan Library System.

Course Objectives: At the end of this course, participants will be able to...

- Create a professional spreadsheet layout for entering data;
- Create charts, scales, or diagrams which represent the data and/or the analysis of the data; and
- Understand, implement and perform numerous functions and/or formulas to analyze data.

NOTE: Participants should come to class with a personal or work-related project in which the Excel program can be utilized. Projects requiring the use of single/multiple spreadsheets or charts are best suited for this course.

Course Details:

Date: Thursday, September 16, 2010

Time: 1:30—4:30 pm

Location: Metro U Training Room, Downtown Library

Facilitator: Stuart Williamson

Sign-Up Deadline: Thursday, September 9, 2010

Genealogy 101

Genealogy is currently one of the most popular hobbies, and there's a good reason why. The Internet has made it possible for people to pursue their family history from the comfort of their own homes or their local libraries. It is no longer necessary for customers to travel to the library that has the most microfilm readers and the largest print collection. Much of that information is available from subscription databases that can be accessed at all Metropolitan Library locations or from free Internet sites.

Course Goal: The goal of this training is to prepare librarians for helping customers who are beginning a family search.

Course Objectives: At the end of this course, participants will be able to:

- Identify the information needed from home and family;
- Locate charts and forms and accurately use them;
- Select and use the genealogy databases that will be most helpful;
- Identify print sources that are available;
- Identify and use valuable Internet sources.

Course Details

Date: Wednesday, September 22, 2010
Time: 1:30—4:30 pm
Location: Belle Isle Library
Facilitator: Phyllis Davidson
Sign-Up Deadline: Wednesday, September 15, 2010

True Conflict Management

Conflict is a part of life. It can be unpleasant and cause strain on those involved. Working together to develop understanding helps preserve relationships. By using the True Colors foundation, this workshop demonstrates methods that anyone can use to identify and working through conflict.

Learn to foster positive, healthy, and productive personal development that improves communication, team-building, leadership, morale, and conflict-resolution skills both at work and at home.

As a result of participating in True Conflict Management you will learn:

- Understanding the mystery of my palest color;
- Identifying my conflict triggers;
- Learning quick tips to identify another's color spectrum; and
- Practicing the five C's of conflict management.

NOTE: This course is open to all employees who have completed the True **Colors Basic Awareness** training.

Course Details

Date: Thursday, September 30, 2010
Time: 1:30—4:30 pm
Location: Downtown Library, Friends Room
Facilitator: Heidi Port
Sign-Up Deadline: Thursday, September 23, 2010

Overdrive Training Month

September is Overdrive's training month and they are offering many free webinars. The following webinars can be found in the LMS. These are for you to attend via a workstation at your own location. No need to leave, find parking or anything. To register for these webinars you must ask for permission to take the course using the LMS then click the link provided in the listing to sign up for the webinar at the Overdrive website. This is a User-defined task in the LMS so you will have to mark yourself complete to get credit for attending the webinar. For more information about attending these webinars, please call Dana in planning. Many of these webinars are filling up so sign up today!

OverDrive Webinars:**Must complete first:****Browse, Check Out, Download**

September 28, 10am—11am

September 30, 10am—11am

Patron Assistance

September 16, 6pm—7pm

September 24, 10am—11am

September 29, 10am—11am

September 30, 2pm—3pm

Mobile Update

All webinars are full, but they are accepting people to add to the waiting lists.

Since many of the webinars are filled, we have set up times where we will host the three overdrive webinars at the Service Center. You can enroll in these by using the LMS just make sure you are looking at the Instructor-Led trainings and not the user-defined tasks. They will be at the following times:

Browse, Check Out, Download

Join us as we demonstrate how to browse, check out, and download titles from a library's Virtual Branch website. At the end of this course, staff should feel comfortable answering basic questions about your OverDrive service.

September 10th 10—11am at the Service Center

Patron Assistance

We'll help take your understanding of your OverDrive service to the next level so you can share your knowledge through support and training. We'll review frequently asked questions, support tips, and online help resources.

Monday, September 13th from 10—11 am at the Service Center.

Mobile Update

In this session, you will be introduced to new mobile access options for users. Devices highlighted will include iPhone, BlackBerry, Android, and more. We'll also preview upcoming mobile features.

Tuesday, September 28th from 12:00—12:30 pm at the Service Center

Other webinars for September:
See the August Training Times for more information on Webinars.

EBSCO Webinars:

Auto Repair Reference Center

September 20, 3—4 pm

Best Practices: Marketing your EBSCO Databases

September 28, 8-9 am

EBSCOhost Basics

September 7, 10—11 am

September 20, 3-4 pm

EBSCOhost Advanced

September 24, 12—1pm

Consumer Health Complete

September 13, 2-3 pm

Business Source Complete

September 6, 8:30—9:30 am

September 21, 9-10 am

Footnote

September 24, 9-10 am

Student Research Center

September 13, 3:15—4:15 pm

Medline

September 9, 10-11 am

September 16, 12-1 pm

My EBSCOhost Folder

September 23, 9-10 am

EBSCOhost Train-the-Trainer

September 21, 9-10 am

Literary Reference Center and LRC Plus

September 20, 2-3 pm

NoveList K-8 Overview

September 9, 9-10 am

September 14, 1-2 pm

September 21, 1-2 pm

September 29, 9-10 am

NoveList Overview

September 7, 9-10 am

September 8, 1-2 pm

September 15, 9-10 am

September 16, 1-2 pm

September 22, 1-2 pm

September 23, 9-10 am

September 28, 9-10 am

September 30, 1-2 pm

Graphic Novels: A Gateway for Reluctant Readers:

More information Available:

<http://www.tsl.state.tx.us/ld/workshops/webinars/graphicnovels/>

September 7, 10-11am

We will be sending out e-mails about more webinars as we get information for them so be on the lookout for more!

If you see any other webinars out there that you would like to attend and share with everyone else, let us know and we'll add it to the LMS.

**Visit the Training
Website!**

Coming in October!

GOAL

October 4, 2010

Readers Advisory

October, 7 and 14,
2010

FOCUS! Wellness Works

October 11, 2010

Organizational Operations Roundtable

October 13, 2010

GOAL

October 18, 2010

Prepare Training

October 19, 2010

Microsoft Publisher

October 26, 2010

SUPR—Hiring the right employee begins with the interview

September 23, 2010

CUST—Customer Service Made Easy

September 23, 2010

If you would like to be a part of next month's Training Times, please send ideas or lending library book reviews to the planning department at planning@metrolibrary.org

Having LMS trouble?

We realize not everyone likes to learn from a manual and would rather have someone lead them through how to use new (and sometimes confusing) systems so we have set up some LMS Liaisons at each library location. These people have been trained on the LMS and know how to help you with any of your questions. You can always call planning for help too, but know that the following people can help you one-on-one if you need it.

BI—Debbie Robertus

BE—Regina Fields

CH—Jonathan Tolle

CT—Kevin Sendall

DC—Crystal Easley

DN—Mary Sholly

ED—Ann Aliotta

MC—Emmy Verdin

RE—Rena Gibson

SO—Darrie Breathwit

VI—Julianna Link

WA—Karen Litteral

LO—Nita Normore

Strategic Government Resources

Please look at the [course catalog](#) for more information regarding this great series of courses and how to enroll.

Supervisory Series

- September 23 —Managing Employee Performance

Customer Service Series

- September 23—Celebrating Differences

If you have any questions regarding these wonderful training opportunities, please visit the Training page http://morris/GotInfo/training/metro_university.htm or contact Dana Phillips or Stacy Schrank in PLA at 606-3822. Don't miss out on these great learning experiences!

*Approved registrations should be forward by a manager or supervisor to the Planning Services Office via e-mail at planning@metrolibrary.org, by telephone at 606-3822, or via interoffice mail. Registration is **only confirmed** once a confirmation e-mail is received from the Planning Services Office.*