Make Training Happen Resources

Presented at SCLA October 22nd, 2015

# Self-Guided Learning

* **Develop the Training**
	+ Find the expert (Who uses this resource often and get results?)
		- What are the most useful features?
		- What are the potential problems or hang ups?
	+ Focus on key aspects, not everything
	+ Set a manageable time frame (i.e. 15 - 30 minutes per section)
	+ Make it scenario based (When would this be used?)
	+ Point out potential problems (What is confusing or glitchy?)
* **Create and Publish the Training**
	+ Use the same template and style guide each time (Word works well)

(To save a Word document as a template: **File** > **Save** **As** > Under *File Name* field, click **Save as type:** dropdown menu > **Word Template**)

* + - Select a header/footer theme
			* Use header for title
			* Put creation date and contact information of author in footer
		- Consistent style for directions
			* **Bold** to click or tap directly; *Italics* for reference
			* Screen Clippings for icons without words
			* In the top right, click **View Full Archive;** In the *Paragraph* box, click
	+ Publish Word document as a PDF to avoid unintended changes
	+ Before sending out, test training for understanding with at least one person
	+ Track training time for SCSL reporting

# SDA Resources

**OCLC WebJunction – Self-Directed Achievement Portal**

* <http://www.webjunction.org/events/webjunction/Self_Directed_Achievement.html>

**Learning Styles**

* Vark <http://vark-learn.com/english/index.asp>
* Peeragogy <http://www.peeragogy.org>

**21st Century Skills**

* **Institute of Museum and Library Services** <https://www.imls.gov/issues/national-initiatives/museums-libraries-and-21st-century-skills>

**Organizational Culture**

Connors, R., Smith, T., & Soundview Executive Book Summaries. (2011). *Change the culture, change the game: The breakthrough strategy for energizing your organization and creating accountability for results.* Kennett Square, Pa.: Soundview Executive Book Summaries.

# Free Training Resources

* **Library Creation & Learning Centers (Colorado State Library) -** <http://create.coloradovirtuallibrary.org/>
* **South Carolina State Library** - <http://statelibrary.sc.libcal.com/>
* **TechSoup – Resources Tab** <http://www.techsoup.org/>
* **WebJunction** <http://www.webjunction.org/find-training.html>
* **Wyoming State Library Training Calendar -** <http://www.wyominglibraries.org/calendar.html>
* General Resources:
	+ Library publication websites, like *LibraryJournal* or *Booklist*
	+ Library database support sites, like EBSCO or Gale products
	+ Library resource support sites, like OverDrive or Zinio
	+ Software help files, like Word or your ILS

**In the works…**

The Continuing Education Committee is looking into developing a state-wide training opportunities calendar hosted through SCLA.