Guiding Ohio Online

Level Up: Staff Training

Step 1.Taking stock.

You wouldn't start baking before you know you have the right ingredients in place...would you? Well, you'd be creating a similar disaster by signing up or sending your staff members to training before you know what their training needs are. Collect your staff's training needs before you start looking at training catalogs and online resources.

Identify your library's staff training priorities. Ask:

- What problems/needs should be addressed through training?

- What skills need to be taught? What do you need people to be able to do that they can't do now?

- Which staff member(s) need the training?

- What format do you want for the training? How will the information be best delivered (e.g., the training might be group, individual, online, etc)

- What is your schedule for training? How soon do you need staff to be trained?

- How will you know if the training worked? In other words, how will you evaluate the success of the training?

Step 2. Preparation

What to do next:

- Consider what skills you can teach and what skills are best left to another instructor.

- Sit down and review the list below which focuses on technology training.

- Using your staff training priorities and budget as a guide to determine the best fit for your staff.

- Identify how staff members will use these training resources and how you can measure the value of the training for both your staff and your library.

Sources for Technology Training:

Basics and Intermediate:

o   Colorado State Library Online Tech Training for Staff
    Self-paced online tutorials on technology in the library
    http://create.coloradovirtuallibrary.org/online-tech-training-staff

o   GCF LearnFree.org
    Self-paced tutorials on computer basics
    http://www.gcflearnfree.org/computers

o   Learning Express Library
    Self –paced tutorials ranging from basics to intermediate.
    http://ohioweblibrary.org/db/lel

Advanced:

o   W3 Schools
    A self-paced platform to learn HTML, JavaScript, XML, and other web technologies.
    http://www.w3schools.com/

o   Code Academy
    A self-paced platform to learn Ruby on Rails, HTML, CSS, JavaScript and other web
    languages.
    http://www.codecademy.com/

o   Coursera
    A Massive Open Online Class (MOOC) platform that hosts classes on a variety of
    topics, including computer science.
    https://www.coursera.org/

- o EdX

  A Massive Open Online Class (MOOC) platform that hosts classes on a variety of topics, including computer science.

  https://www.edx.org/

  Any Skill Level:
- o WebJunction

  Training and resources to help libraries create, implement and use all forms of online learning. A variety of free and fee based online courses and resources

  http://www.webjunction.org

- o TechSoup

  Webinars and resources for libraries and nonprofits on technology topics. Webinars are almost all free.

  http://www.techsoup.org/community/events-webinars/default

- o InfoPeople

  A list of archived webcasts from InfoPeople. Topics include: Web 2.0, Leading Edge Technologies, and Practical Strategic Planning. Infopeople also offers training courses for California libraries.

  https://infopeople.org/training/view/webinar/archived

Step 3: Evaluation

- Ask staff members who attended the training to write up a brief review. Have them describe what they got from the training, what they thought was most useful, and if they would recommend it to others.

- Gather and file the staff evaluation. Keep it for future use.

- If appropriate, share your training evaluation information with other staff in the library, as well as the trainer of the training program.