

# Help connect your staff to the training they need

Through **[state library's]** partnership with WebJunction, you can deliver effective, relevant training right now, at no cost. WebJunction's continuing education resources were selected with your staff in mind, and cover the essential topics for today's libraries—from technology to leadership skills to library service.

Here are some things you can do to help your staff get the most out of WebJunction's training.

## Support your staff and articulate your expectations.

1. Help them select the best options from the more than 400 self-paced courses, bimonthly live webinars and dozens of recorded presentations to meet their professional development goals.
2. Give staff scheduled, dedicated time to take courses and attend webinars.
3. Prepare a training area complete with a comfortable desk and chair, headset or speakers and a computer with updated Java. For webinars, preload the WebEx plug-in.
4. For group attendance, provide a room with a projector or large-screen monitor.
5. Communicate your expectations for number of courses, completions, and reporting back.
6. Encourage staff to share their learning with the rest of your staff. Sharing with colleagues reinforces learning and contributes to development for the whole organization.
7. Arrange for groups to take the same course; meet to share and discuss learning.
8. Attend live or recorded webinars in a group and discuss the content as it applies to your roles or library.
9. Set an example by taking courses yourself and then share your new knowledge and ideas with your staff.
10. Recognize and reward staff for course and webinar completion.

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[WebJunction.org/crossroads](http://WebJunction.org/crossroads).

Premium access to all of WebJunction's continuing education resources is sponsored by **[state library]**.

Get your staff connected today: go to  
[WebJunction.org/find-training](http://WebJunction.org/find-training).

Membership is free, all are welcome, and we're always on.