**ON DEMAND CLASSES 2013**

**Face to Face Classes**

***Board Basics***

*Description*:  Provide an introduction or review for trustees.  Handouts will be given out.  Topics to be included:

* State Library history and current services
* Trustee Responsibilities
* Director Responsibilities
* Governance vs. Management (Duties of Board vs. Duties of Director)
* Evaluations
* Continuing Education
* Public Relations and Advocacy
* Strategic Planning

*Intended Audience*:  Trustees, Directors and Administrators  
*Method of Instruction*:  Group  
*Time*:  4.0 hours  
*Maximum Class Size*: 15  
*Cost*:  No cost  
*Prerequisites*:  None  
*Equipment Needed*:  None  
*Trainers*:  Administration and/or Library Development

***Customer Service***

*Description*: In this course you will learn how to understand the direct impact of customer service on the success of the library. After this course you will be able to recognize customer needs and be able to adapt to various communication styles. You will also learn how to apply effective and appropriate communication skills, establishing a balance between policy adherence and customer service.

*Intended Audience*:  Public library staff at all levels  
*Method of Instruction*:  Group  
*Time*: 6.0 hours  
*Maximum Class Size*:  30  
*Cost*:  Group - $25 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Screen, Projector, Flip chart/markers  
*Trainers*: Administration and/or Library Development

***Database Searching Basics***

*Description*:  This full-day workshop will teach you the tools of the trade for online searching.  The first half of the day will cover searching skills and concepts and show you how to get the most out of Google, the internet, and your own online catalog.  The second half of the day is devoted to applying these skills to the Louisiana Library Connection Databases.  Familiarize yourself with the statewide databases and get hands-on practice doing basic and advanced searches with the EBSCO databases.  
*Intended Audience*:  Public library staff at all levels; Information and Reference Services Staff  
*Method of Instruction*:  Group  
*Time*:  6.0 hours  
*Maximum Class Size*:  15  
*Cost*:  Group - $25 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Screen, Projector, Laptops with access to Internet for activities  
*Trainers*:  Reference Department

***E-Rate***

*Description*:  Introduction and overview of the E-rate grant process.  Topics can include:

* Technology planning
* Review of the procurement process – 470s, RFPs, contracts, evaluating bids
* 471s and receipt acknowledgment
* Recordkeeping, reviews, audits and any general E-Rate concerns

*Intended Audience*:  Library Directors and Administrators; Business Managers; Computer and Information Technology Services Staff  
*Method of Instruction*:  Individual or Group  
*Time*: 2.0 to 6.0 hours  
*Maximum Class Size*:  Varies by course  
*Cost*:  No cost  
*Prerequisites*:  None  
*Equipment Needed*:  Screen, Projector, Laptop with PowerPoint, Access to Internet  
*Trainers*:  Administration and/or Library Development

***Gumbo/Digital Library***

*Description*:  Workshop will provide participants an introduction and overview of “Louisiana Gumbo: A Recipe for Empowerment.” This was a grant-funded project that has digitized almost 20,000 Louisiana historic documents, photographs, paintings, maps and jazz recordings – now part of the Louisiana Digital Library (LDL). The LDL is accessible from the statewide databases page.   
*Intended Audience*:  Public library staff at all levels   
*Method of Instruction*:  Group  
*Time*:  2.0 hours  
*Maximum Class Size*: 15  
*Cost*:  Group - $25 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Screen, Projector, Laptops with access to Internet for activities  
*Trainers*:  Louisiana Section

***Interlibrary Loan (ILL)/Loanshark/Agent***

*Description*:  Participants will be provided an introduction and overview of the new Interlibrary Loan platform, AGent.  Participants will then build upon introductory managing and searching practices to efficiently process borrowing and lending transactions. Other topics include book bands, shipping labels and how to select the best/correct record in LoanSHARK for what your patron wants to fulfill your patron requests.  
*Intended Audience*:  Public library staff at all levels; Information and Reference Services Staff  
*Method of Instruction*:  Individual or Group  
*Time*:  4.0 to 6.0 hours  
*Maximum Class Size*: 15  
*Cost*:  Group - $25 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Screen, Projector, Laptop with access to Internet for activities  
*Trainers*:  Access Services/ILL

***Louisiana Reference***

*Description*:  Are you interested in Louisiana people or places?  What about Louisiana history, statistics, and digital images? There is more to Louisiana Reference than just using Google. Come discover the basics of successful Louisiana reference and tools that will help you find the information you need. This course will introduce tried-and-true print and electronic sources to answer Louisiana questions. Class participants will learn how to locate study guides, statistics, legal and historical information, as well as educational data. Please come and be immersed in all things Louisiana!  
*Intended Audience*:  Public library staff at all levels; Information and Reference Services Staff  
*Method of Instruction*:  Group

*Time*:  6.0 hours  
*Maximum Class Size*:  Varies  
*Cost*:  Group - $25 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Screen, Projector, Laptops with access to Internet for activities  
*Trainers*:  Louisiana Section

***Microsoft® Office Excel 2010: Level 1***

*Description*:  This course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

*Intended Audience*: Library Staff

*Method of Instruction*:  Group

*Time*: 8.0 hours

*Maximum Class Size*:  15  
*Cost*:  $25 per participant

*Prerequisites:* Students enrolling into Basic Excel should have experience with Windows 7 Operating System environment OR have taken Computer Foundations and Introducing Windows. It is strongly suggested to have taken Word 2010: Level 1 before Excel to gain familiarity with the Office ribbon and basic commands of the Office interface.

*Equipment Needed*:  Screen, Projector, Laptops for hands-on learning   
*Trainers*:  Information Technology (IT)

***Microsoft® Office Excel 2010: Level 2***

*Description*:  This course builds on the skills and concepts taught in Excel 2010: Level 1. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, and backgrounds. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates. Finally, students will learn to work with PivotTables and Pivot Charts.

*Intended Audience*: Library Staff

*Method of Instruction*:  Group

*Time*: 8.0 hours

*Maximum Class Size*:  15  
*Cost*:  $25 per participant

*Prerequisites:* Microsoft Office Excel 2010: Level 1

*Equipment Needed*:  Screen, Projector, Laptops for hands-on learning  
*Trainers*:  Information Technology (IT)

***Microsoft® Office PowerPoint 2010: Level 1***

*Description*:  This course covers the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

*Intended Audience*: Library Staff

*Method of Instruction*:  Group

*Time*: 8.0 hours

*Maximum Class Size*:  15  
*Cost*:  $25 per participant

*Prerequisites:* Microsoft Office Word 2010: Level 1

*Equipment Needed*:  Screen, Projector, Laptops for hands-on learning  
*Trainers*:  Information Technology (IT)

***Microsoft® Office Publisher 2010: Level 1***

*Description*:  This course teaches the core features and functions of Publisher 2010. Students will learn how to navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables. They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

*Intended Audience*: Library Staff

*Method of Instruction*:  Group

*Time*: 8.0 hours

*Maximum Class Size*:  15  
*Cost*:  $25 per participant

*Prerequisites:* Students enrolling into Publisher Level One should have experience with Windows 7 Operating System environment OR have taken Computer Foundations and Introducing Windows. It is strongly suggested to have taken Word 2010: Level 1 before Publisher to gain familiarity with the Office ribbon and basic commands of the Office interface. (Including comfort using Text Boxes)

*Equipment Needed*:  Screen, Projector, Laptops for hands-on learning  
*Trainers*:  Information Technology (IT)

***Microsoft® Office Word 2010: Level 1***

*Description*:  This course covers the basic functions and features of Word 2010. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

*Intended Audience*: Library Staff

*Method of Instruction*:  Group

*Time*: 8.0 hours

*Maximum Class Size*:  15  
*Cost*:  $25 per participant

*Prerequisites:* Students enrolling into Basic Word should have experience with Windows 7 Operating System environment OR have taken Computer Foundations AND Introducing Windows.

*Equipment Needed*:  Screen, Projector, Laptops for hands-on learning  
*Trainers*:  Information Technology (IT)

***Microsoft® Office Word 2010: Level 2***

*Description*:  This course builds on the skills and concepts taught in Word 2010: Level 1. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

*Intended Audience*: Library Staff

*Method of Instruction*:  Group

*Time*: 8.0 hours

*Maximum Class Size*:  15  
*Cost*:  $25 per participant

*Prerequisites:* Microsoft Office Word 2010: Level 1

*Equipment Needed*:  Screen, Projector, Laptops for hands-on learning  
*Trainers*:  Information Technology (IT)

***Train-the-Trainer, the Practical Trainer (3 Day)***

*Description*:  If you do on the job training in your organization, this three-day course can help you feel more comfortable and more competent. You will explore how adults learn and take a step-by-step approach to create training sessions that meet employee needs and you will have the opportunity to practice these skills in a safe environment. Training results are too important to leave to chance. Register today, so you will be prepared when you are asked to stand and deliver. How students will benefit: Recognize the importance of considering the participants and their training needs, including the different learning styles and adult learning principles. Know how to write objectives and evaluate whether these objectives have been met at the end of a training session. Develop an effective training style, using appropriate training aids and techniques. Conduct a short group training session that incorporates these training concepts.

*Intended Audience*: Library Staff

*Method of Instruction*:  Group

*Time*: 24.0 hours

*Maximum Class Size*:  16  
*Cost*:  $25 per participant  
*Prerequisites:* None

*Equipment Needed*:  Screen, Projector   
*Trainers*:  Information Technology (IT)

***Train-the-Trainer (1 Day)***

*Description*:  Technology plays a role in virtually every business around the world. Every day, training is becoming part of more job descriptions. Whether it's teaching a new employee what their role is or training patrons on how to use a computer, some basic learning principles apply. This one-day course provides you with tips on how to train your audience effectively and will help you become the type of trainer that people really learn from. How the students will benefit: Develop the essential skills and qualities for a trainer. Understand adult learning and how different people learn. Know how to develop a training session and perform a needs analysis. Know how to add fun and games to your program. Be familiar with delivery methods. Improve presentation skills and learn how to deal with difficult trainees. Practice with a short training session and develop evaluations.

*Intended Audience*: Library Staff

*Method of Instruction*:  Group

*Time*: 8.0 hours

*Maximum Class Size*:  16  
*Cost*:  $25 per participant

*Prerequisites:* None

*Equipment Needed*:  Screen, Projector  
*Trainers*:  Information Technology (IT)

***Reference Basics***

*Description*:  This workshop will help you build your basic reference skills in a wide range of areas.  We will move from ready reference sources to specialty topics like business reference and medical reference – all the while covering both print and online resources.  We will also cover the reference interview, readers advisory (to answer those “What Do I Read Next?” questions), and pathfinders (to handle tricky but common reference queries).  Hands on training exercises will accompany each topic.   
*Intended Audience*:  Public library staff at all levels; Information and Reference Services Staff  
*Method of Instruction*:  Group   
*Time*:  6.0 hours  
*Maximum Class Size*:  15  
*Cost*:  Group - $25 per participant

*Prerequisites*:  None  
*Equipment Needed*:  Screen, Projector, Laptops with access to Internet for activities  
*Trainers*:  Reference Department

***Strategic Planning***

*Description*:  Participants will review the process and elements of strategic planning, identify steps in effective project management, use various tools for prioritization and examine the use of outsourcing vendors and consultants.  
*Intended Audience*:  Library Directors and Administrators; Trustees  
*Method of Instruction*:  Group   
*Time*:  4.0 hours  
*Maximum Class Size*:  30  
*Cost*:  Group - $25 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Screen, Projector, Laptop with PowerPoint  
*Trainers*:  Library Development and/or Administration

***Weeding***

*Description*:  In addition to discussing common objections to weeding (de-selection) and the benefits of weeding, this workshop will also describe weeding criteria, explain the weeding process, and offer practice weeding exercises.  This workshop utilizes the "CREW" method of weeding.  
*Intended Audience*:  Public library staff at all levels; Reference and Information Services; Circulation and Access Services Staff  
*Method of Instruction*:  Group  
*Time*:  2.0 hours  
*Maximum Class Size*:  30  
*Cost*:  Group - $25 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Screen, Projector, Laptop with PowerPoint, Access to Internet  
*Trainers*:  Reference Department

**Online Classes**

***Bibliostat / Statistics Training***

*Description*: The web session will focus on the process for gathering the statistics, the definition of the items, and what happens after the State Library gathers them. There will be a brief discussion and demonstration of the federal sites comparative statistics features, and suggestions about how to best present statistics.

*Intended Audience*:  Public library staff at all levels; Information and Reference Services Staff  
*Method of Instruction*: Online  
*Time*:  1.0 hour  
*Maximum Class Size*:  20  
*Cost*:  $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*:  Reference Department

***Business Reference 101***

*Description*: This 1½ hour webinar is taken from the full-day Reference Basics workshop. Participants will learn about several print and online reference sources covering topics like business plans, vocational guidance, business statistics, and corporate directories.

*Intended Audience*:  Public library staff at all levels; Information and Reference Services Staff  
*Method of Instruction*: Online  
*Time*:  1.5 hours   
*Maximum Class Size*:  20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*:  Reference Department

***Customer Service***

*Description*: In this web based course you will learn how to understand the direct impact of customer service on the success of the library. After this course you will be able to recognize customer needs and be able to adapt to various communication styles. You will also learn how to apply effective and appropriate communication skills, establishing a balance between policy adherence and customer service.

*Intended Audience*:  Public library staff at all levels  
*Method of Instruction*:  Online  
*Time*: 1.0 hour  
*Maximum Class Size*:  20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*: Library Development

***Database Searching Basics***

*Description*:  This full-day workshop will teach you the tools of the trade for online searching.  The first half of the day will cover searching skills and concepts and show you how to get the most out of Google, the internet, and your own online catalog.  The second half of the day is devoted to applying these skills to the Louisiana Library Connection Databases.  Familiarize yourself with the statewide databases and get hands-on practice doing basic and advanced searches with the EBSCO databases.  
*Intended Audience*:  Public library staff at all levels; Information and Reference Services Staff  
*Method of Instruction*:  Online  
*Time*:  1.5 hours  
*Maximum Class Size*:  20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*:  Reference Department

***Dealing with Difficult Patrons***

*Description*: This webinar will guide you in dealing with your difficult patrons. Learn to identify the importance of dealing with difficult patrons effectively and positively as well as identifying techniques for handling difficult patrons individually.

*Intended Audience*:  Public library staff at all levels  
*Method of Instruction*:  Online  
*Time*: 1.0 hour  
*Maximum Class Size*:  20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*:  Library Development

***E-government: Family Resources***

*Description*: This webinar will help you to assist your patrons with identifying online resources that are beneficial to the growth, development and well being of children and young families. Topics covered in this session are:

* Applying for Food Stamps & WIC assistance
* Information on Housing
* Applying for Child Support
* Obtaining medical assistance
* Academic testing LEAP/ACT/GED/SAT
* Locating FAFSA & Applying for TOPS
* How to acquire a free mobile phone/computer
* Filing and paying state taxes online

*Intended Audience*:  Public library staff at all levels   
*Method of Instruction*:  Online  
*Time*:  2.0 hours  
*Maximum Class Size*: 20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*:  Louisiana Section

***E-government: Louisiana Law***

*Description:* This session will help you assist your patrons with routine legal inquiries. Topics covered in this session are:

* Researching LA Revised Statutes
* Locating a notary
* Applying for a marriage license,
* Obtaining birth and death certificates

*Intended Audience*:  Public library staff at all levels   
*Method of Instruction*:  Online  
*Time*:  2.0 hours  
*Maximum Class Size*: 20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*:  Louisiana Section

***E-government: Special Services***

*Description:* This session is designed to aid patrons in utilizing online resources that are most relevant to adulthood and beyond. Topics covered in this session include:

* Applying for Selective Service
* Government Grants
* Obtaining assistance with utilities
* Applying for disability assistance
* Applying for VA benefits
* Applying for Medicare and Medicaid
* Social Security benefits & acquiring social security cards
* Locating services for the hearing impaired

*Intended Audience*:  Public library staff at all levels   
*Method of Instruction*:  Online  
*Time*:  2.0 hours  
*Maximum Class Size*: 20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone

*Trainers*:  Louisiana Section

***E-Rate***

*Description*:  Introduction and overview of the E-rate grant process.  Topics can include:

* Technology planning
* Review of the procurement process – 470s, RFPs, contracts, evaluating bids
* 471s and receipt acknowledgment
* Recordkeeping, reviews, audits and any general E-Rate concerns

*Intended Audience*:  Library Directors and Administrators; Business Managers; Computer and Information Technology Services Staff  
*Method of Instruction*:  Online  
*Time*: 1.5 hours  
*Maximum Class Size*:  20   
*Cost*:  No cost  
*Prerequisites*:  None  
*Equipment Needed*: Computer with access to Internet, headset with mic or phone  
*Trainers*:  Library Development

***Every Child Ready to Read***

*Description*: The State Library has purchased 10 ECRR kits that can be borrowed through ILL. This informational webinar is a brief introduction to Every Child Ready to Read and the materials contained in the kits.

*Intended Audience*:  Public library staff at all levels  
*Method of Instruction*: Online  
*Time*: 1.0 hour  
*Maximum Class Size*:  20  
*Cost*:  No cost  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*:  Library Development

***Genealogy***

*Description*: The Internet has become an indispensible resource for researching family history with millions of records being added each year. In this session participants will tour and learn how to search Internet sites that will help your patrons with their research.

*Intended Audience*:  Public library staff at all levels  
*Method of Instruction*: Online  
*Time*: 1.5 hours  
*Maximum Class Size*:  20  
*Cost*:  $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*:  Louisiana Section

***Gumbo/Digital Library***

*Description*:  The webinar will provide participants an introduction and overview of “Louisiana Gumbo: A Recipe for Empowerment.” This was a grant-funded project that has digitized almost 20,000 Louisiana historic documents, photographs, paintings, maps and jazz recordings – now part of the Louisiana Digital Library (LDL). The LDL is accessible from the statewide databases page.   
*Intended Audience*:  Public library staff at all levels   
*Method of Instruction*:  Online  
*Time*:  2.0 hours  
*Maximum Class Size*: 20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*:  Louisiana Section

***Homework Louisiana Train the Trainer***

*Description:* Prepare yourself to go out into your community and promote this free one-on-one tutoring service. This 1 hour webinar will provide participants with PowerPoints, handouts, short videos, scripts, strategies materials to equip library staff to confidently go out in the community and promote this free resource. We want to have as many Louisiana students using it as possible.

*Intended Audience*:  Public library staff at all levels  
*Method of Instruction*:  Online  
*Time*: 1.0 hour  
*Maximum Class Size*: 20  
*Cost*:  No Cost  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*: Library Development

***Louisiana Reference***

*Description*:  Have you ever wondered who was our eighth governor? What is Louisiana’s tallest building? Why Dry Prong was so named? What the population was for Baton Rouge in 1830, or where you can find old towns not on a current Louisiana map? This 4-webinar series covers Louisiana people, places, statistics, and more.  
*Intended Audience*:  Public library staff at all levels; Information and Reference Services Staff  
*Method of Instruction*:  Online  
*Time*:  4-webinar series broken into 1.5 hour sessions  
*Maximum Class Size*:  20  
*Cost*:  Group - $25 per participant for entire 4-webinar series  
*Prerequisites*:  None  
*Equipment Needed*:  computer with internet access, headset with mic or phone  
*Trainers*:  Louisiana Section

***Medical Reference 101***

*Description*: This 1½ hour webinar is taken from the full-day Reference Basics workshop. The webinar will examine several standard print reference guides and directories. Participants will also be introduced to two health-related statewide databases: *Consumer Health Complete* and *Teen Health and Wellness*. In addition, a number of trustworthy medical websites will be profiled. Both print and online sources will be reviewed covering topics such as drug information, disease diagnosis and treatment, medical tests, and alternative medicine.

*Intended Audience*:  Public library staff at all levels; Information and Reference Services Staff  
*Method of Instruction*: Online  
*Time*:  1.5 hours   
*Maximum Class Size*:  20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone

*Trainers*:  Reference Department

***RDA:  Keep Calm and Catalog On***

*Description*: Resource Description and Access (RDA) is a standard for cataloging that succeeds

the Anglo-American Cataloguing Rules, Second Edition (AACR2), the current cataloging

standard for English language libraries.  This introductory webinar will tell you what RDA is,

introduce you to important concepts and jargon, and explain how RDA will affect your catalog records.

*Intended Audience*:  Public library staff at all levels; Technical Services Staff  
*Method of Instruction*:  Online  
*Time*:  1.5 hours  
*Maximum Class Size*:  20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*:  Technical Services

***Strategic Planning***

*Description*:  Participants will review the process and elements of strategic planning, identify steps in effective project management, use various tools for prioritization and examine the use of outsourcing vendors and consultants.  
*Intended Audience*:  Library Directors and Administrators; Trustees  
*Method of Instruction*:  Online  
*Time*:  4.0 hours  
*Maximum Class Size*:  20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone

*Trainers*:  Administration and/or Library Development

***Time Management: Tips for Getting Organized***

*Description*: In this webinar you will learn to better organize yourself, understand the importance of setting goals, and take control of your workplace productivity. Get tips for managing your time more effectively.

*Intended Audience*:  Public library staff at all levels  
*Method of Instruction*:  Online  
*Time*: 1.0 hour  
*Maximum Class Size*:  20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*: Library Development

***Weeding***

*Description*:  In addition to discussing common objections to weeding (de-selection) and the benefits of weeding, this workshop will also describe weeding criteria, explain the weeding process, and offer practice weeding exercises.  This workshop utilizes the "CREW" method of weeding.  
*Intended Audience*:  Public library staff at all levels; Reference and Information Services; Circulation and Access Services Staff  
*Method of Instruction*:  Online  
*Time*:  2.0 hours  
*Maximum Class Size*:  20  
*Cost*:  Group - $15 per participant  
*Prerequisites*:  None  
*Equipment Needed*:  Computer with access to Internet, headset with mic or phone  
*Trainers*:  Reference Department