

Staff Software Inventories and Training Action Plan - Part two

Activity	Number of Students	Responsible	Related Dates	Notes
Scavenger Hunt (All Staff Meeting)		<i>Alison/Chris/Lynda/Roxane</i>	<i>03/06/09</i>	
Plan of attack for training		<i>Alison/Chris</i>	<i>03/24/09</i>	
Develop calendar of class availability		<i>Alison/Chris</i>	<i>April 2009</i>	
Revise <i>New Library Employee Training</i> to reflect these new parameters and include the Self-survey		<i>Alison</i>	<i>done</i>	
Internal classes:				
Windows 2000	2	<i>Chris/Bill</i>	<i>April 2009</i>	
Internet Explorer (PAC/Aquabrowser/Citrix)	5	<i>Chris</i>	<i>April 2009</i>	
CLASS/POS	34	<i>Alison/ ???</i>	<i>May 2009</i>	
When To Work	18	<i>Lynda</i>	<i>May 2009</i>	
Online Selection Assistant (OSA)	15	<i>Lynn B./Pauline</i>	<i>June 2009</i>	
TLC version 4.1	<i>All library staff</i>	<i>Bob/Chris/Lynda/Alison</i>	<i>June 2009</i>	
L.S. Reports	24	<i>Chris/Alison</i>	<i>July 2009</i>	
TLC Cataloging(MARC basics)	8	<i>Dianne/Alison</i>	<i>July 2009</i>	
PAC (LS2)	<i>All library staff</i>	<i>Lynda</i>	<i>October 2009</i>	
Library Online Databases	9	<i>Pauline/Bill</i>	<i>October 2009</i>	

Training and Development classes:		<i>Alison/Angie</i>		<i>Exploring resources—who should set up and attend a meeting with them?</i>
Access	<i>unknown</i>	<i>T&D dept.</i>		
Excel	<i>15</i>	<i>T&D dept.</i>		
Outlook	<i>8</i>	<i>T&D dept.</i>		
Word	<i>1</i>	<i>T&D dept.</i>		
PowerPoint	<i>5</i>	<i>T&D dept.</i>		
Publisher	<i>5</i>	<i>T&D dept.</i>		
Self-paced training (T&D, ElementK, or WebJunction)	<i>unknown</i>	<i>Chris</i>		<i>Exploring resources</i>
Other training to consider:				
PRCR preformatted forms	<i>20</i>			
County email policy and patron privacy	<i>6</i>			
Making signs	<i>unknown</i>	<i>Nicole P.</i>		
Copy machine (using and emptying)	<i>unknown</i>			
Envisionware	<i>unknown</i>	<i>Alison</i>		<i>Wait for upgrade?</i>