

## Staff Software Inventories and Training Action Plan

| <i>Activity</i>   | <i>Responsible</i>                | <i>Related Dates</i>   | <i>Notes</i>  |
|---|-----------------------------------|------------------------|---|
| Inventories of proficiencies for all software offered and all levels/classes of library staff   | <i>Roxane, Alison, and Chris</i>  | <i>5/14/2007</i>       | <i>Completed three levels and forwarded for Manager's review</i>  |
| Self-survey for staff of software proficiencies   | <i>Chris and Alison</i>           | <i>1/7/2008</i>        | <i>Completed and forwarded for Manager's review</i>   |
| Spreadsheet for tabulation of Self-survey results   | <i>Alison</i>                     | <i>5/27/08</i>         |   |
| Present Self-survey to all library staff through email  | <i>Chris</i>                      | <i>6/17/08</i>         | <i>Or once approved by Director</i>   |
| Tabulate Self-survey results into spreadsheet   | <i>Alison</i>                     | <i>7/1 – 7/15 2008</i> | <i>Coded results to provide anonymity</i>   |
| Investigate TLC anomalies (others where available)  | <i>Chris</i>                      | <i>7/1 – 7/15 2008</i> |   |
| Schedule available opportunities for improvement concentrating on job skills and required competencies per the Inventories by job class | <i>Chris and Alison</i>           | <i>7/15 – 8/1 2008</i> | <i>Will be varied by location, subject, instructors, and approach (online, in person, pod-cast, handouts)</i>       |
| Present this schedule of opportunities to staff   | <i>Chris and Alison and Angie</i> | <i>8/2008</i>          | <i>All Library Staff Meeting (may include some of the more "popular" training needs in short sessions that day)</i> |
| Revise <i>New Library Employee Training</i> to reflect these new parameters and include the Self-survey                                 | <i>Alison</i>                     | <i>10/2008</i>         |   |