



HOW TO TRAIN STAFF EFFECTIVELY

A 90-minute Webinar

TIPS TO GUIDE YOU IN CREATING YOUR TRAINING PLAN:

1. Identify _____ that everyone needs.
2. Do a “ _____.”
3. Track questions that _____ are asking.
4. _____ training.
5. _____ for training.
6. _____ for training.
7. Build in _____ for training.
8. Incorporate training into _____.
9. Allow time for _____ training.
10. Make it _____.

11. Don't try to train on _____ all at once.
12. Don't _____ some people _____.

WHO? CREATE A PLAN THAT COVERS:

- _____
- _____ staff
- staff _____
- _____
- _____
- _____

What?

- what _____ should know
- what _____ in specific _____ need to know
- what staff in specific _____ need to know

When?

- as _____
- _____
- _____
- _____
- when _____ are recognized

Where?

- in _____
- _____
- _____
- at _____
- with _____ in your community

Why? Because training...

1. builds _____.
2. increases _____.
3. decreases _____.
4. develops _____.
5. improves _____.
6. creates a _____.
7. aids in _____.
8. strengthens _____.
9. assists with _____.
10. increases _____.
11. decreases _____.
12. increases _____.
13. builds _____.

How?

1. Designate _____.
2. Develop online _____.
3. Build a _____.
4. Create a _____.
5. Develop a list of other _____ they could take advantage of.
6. Create a “ _____ ” for specific topics.
7. Consider all _____.
8. Develop an _____.
9. Help staff establish their _____.

What might new hires specifically need to know – and current staff need to hear again?

1. basic _____
2. HR _____
3. “ _____ ” guidelines and rules
4. _____ policies
5. “ _____ ”
6. common _____
7. common library _____
8. _____ procedures
9. _____ issues
10. _____ information
11. the _____ of your library
12. the _____ of the library profession

Using the above information, begin now to create your _____ :

- _____
- _____
- _____
- _____
- _____
- _____