

Employee Development Group
(Priority Strategic Initiative Coordinating Committee 16/18)

Progress Report, January 2003

Committee Goals

Create a staff development and in-house training program for library faculty and staff; support scholarly efforts of library faculty

Members

Deb Kulczak (Co-Chair), Andrea Cantrell, Elaine Contant, Karen Myers, Necia Parker-Gibson, Janet Parsch (liaison), Janell Prater, Kathy Riggle, Sherryl Robinson (Co-Chair), Karen Turner

Overall Objectives

- Complete work on the new employee orientation process, including the online orientation manual. The manual should reflect those items that are of common interest to existing as well as new employees.
- With input from supervisors, develop a training program for new and existing supervisors.
- Consolidate training initiatives into a comprehensive library employee training program, including, but not limited to, OPAC and other library web training, student worker training, and information technology competencies.

Report of Activities

New Employee Orientation

In July, 2002, the group submitted a report detailing recommended components of a new employee orientation process for classified, non-classified, and faculty employees. Since then, the group has concentrated on developing an employee training program. Therefore, no further work has been completed on the checklist or on the prototype Web orientation manual (<http://www.uark.edu/libinfo/NewEmp/NewEmp.html>).

Employee Training

- The group organized a series of staff development workshops for the fall semester and distributed a brochure for advertising them (attached). The sessions were:

InfoLinks Part I–InfoLinks in Detail	September 26 and 27
InfoLinks Part II–Circulation Module	October 10 and 11
Facing the Challenge of Change	October 25
Dealing with Difficult People	November 7
Ergonomics	November 19 and 21
Conflict Management	December 4
Beating the Holiday Blues	December 11

We have been collecting evaluations for the various session, as well as suggestions for future topics. The group has identified four basic programmatic tracks for these types of programs:

- 1) EAP, including organization building and development.
- 2) Skills training (e.g., computer, InfoLinks)
- 3) General library interest
- 4) Personal development

For a brief report summarizing attendance and ratings, see attachment.

- The group is currently working on spring workshops and will distribute a brochure when the schedule is finalized. Proposed topics and dates are:

Personal Safety & Security on Campus	January 22 and 23
Windows 2000	February 5 and 6
Mike Huddleston session	February 12 and 13
Fire Extinguisher Training	February 19
InfoLinks Part I	March 13
InfoLinks Part II	March 27
Mike Huddleston session	April 9 and 10
Mike Huddleston session	April 23 and 24

- Mike Huddleston met with the group on January 7 and is developing ideas for new library sessions.
- The group continues to discuss elements of the proposed supervisor training program (a separate track).
- The group is exploring ways to increase attendance at employee development

sessions.

Mission Statement and Employee Development Plan

A mission statement for the group was written and adopted (see attachment). The group is currently working on an Employee Development Plan that should serve to guide future training efforts.

Other Initiatives

An electronic list LIBTALK-UAF-L was developed and implemented for the discussion of personnel issues within the Libraries.

Welcome Packets are currently being distributed to new employees.

Student Staff Training Committee

The Student Staff Training Committee presented three sessions during the fall semester: an orientation session, an InfoLinks basics session, and a customer service session. Additionally, Necia will present "Navigating the Globe" on March 5 and 6.

Kareen Turner was succeeded as chair of the Student Staff Training Committee by co-chairs Mary Hires and Lynaire Hartsell.

OPAC Training Committee

The primary focus of the group has been on developing and testing two training sessions: "InfoLinks in Detail" and "Circulation Module." The committee also worked on updating various InfoLinks help screens and brochures, particularly those that dealt with the implementation of Advanced Keyword Searching. Finally, OTC submitted a proposal for the program "Employee Development for the Innovative Integrated Library System" to the 2003 IUG Conference Committee. The proposal was accepted, and the group will now work on developing this program for presentation in April.

Membership

Two new members were added to the group: Necia Parker-Gibson and Kathy Riggle. Janet Parsch is now the liaison, and Deb Kulczak and Sherryl Robinson are serving as co-chairs of the group.

The group currently meets the first and third Tuesdays of the month at 2:00.