



# HOW TO TRAIN STAFF

A Single 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 \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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## 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

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## Using the above information, begin now to create your \_\_\_\_\_ :

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_