Training
Investments

- Time
- Organization
- Writing
- Teaching
- Coaching
- Reviewing
Instructional Design

- ADDIE Model

- Cited in Lee
Learning Objectives

- What should the trainee know at the end of each session?
- Be realistic
- Bloom's Taxonomy
- Write up the objectives that articulate knowledge
- Create assessments for evaluation

http://www.cmu.edu/teaching/designteach/design/learningobjectives.html

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Definitions

- Define your vocabulary
- Define "quality"
- Define "acceptable"
- Be consistent
Let's Do It!

- Scenario: You are training a new hire on copy cataloging electronic books with AACR2
- Write four learning objectives that define what the trainee will be able to do
- Key point: learning objects must be measurable
- Write a definition of quality--make it measurable
Policy

- Principles
- Philosophy
- Guides decisions
- Sets parameters
- “Statement of intent”
Procedure

- Supports Policy statements
Work Aids

- Specific steps or instructions
- Detail how to accomplish a task
- The “How” that supports a procedure document
Workflow

• Sequence-based representation of work
• May include multiple procedures and instructions
• Holistic and Abstract
Let's Do It!

- Scenario: You are preparing for the transition to RDA. You will use RDA for books and electronic resources beginning in January 2013 and you will use AACR2 for nonprint media until September 2013.
- Sketch a policy statement addressing your rationale.
Tools

- Mentoring
- Focus on practical
- Regular practice
- Build confidence
Cross-Training

- Need more than one person per task
  - Essential for backup
- Look at skills and interest
- Create a training plan
- Creates a team atmosphere and trust
Blogs
(compiled by Holly Leckie)

- Planet Cataloging
  - http://planetcataloging.org
- Other Blogs
  - http://catalogablog.blogspot.com/
  - http://catalogingfutures.com/catalogingfutures/
Resources
(compiled by Holly Leckie)

- University of Washington Training Module Example
  - https://sites.google.com/a/uw.edu/training-module-td-2010/home
- Ohio Library Council
  - http://olc.org/online_edu.asp
- Library of Congress Webcasts
- ALCTS Fundamentals
  - http://www.ala.org/alcts/confevents/upcoming/webcourse
- Lyrasis
- Minitex
  - https://www.minitex.umn.edu/events/
- OPAL
  - http://www.opal-online.org
- WebJunction
  - http://www.webjunction.org/
Training Others

- http://njbrc.org/training-everyone-equally.html
Selected Readings

- Franco, Elaine A. "Beyond training: Developing “copy cataloger’s judgment” for complex and original cataloging." [http://connect.ala.org/node/157839](http://connect.ala.org/node/157839)
- Catalogers Learning Workshop (CLW) [http://www.loc.gov/catworkshop/](http://www.loc.gov/catworkshop/)