

ONLINE TRAINING SCHEDULE

LE@D

TRAINING PARTICIPANTS



PROJECT PHASE

TIME ESTIMATES

Prefest and Course Overview	5-10 MINUTES PRETEST 10 MINUTES WEBCT TUTORIAL
Policies and Procedures and Effectiveness	10-15 MINUTES
Toolkit1	5-10 MINUTES
Toolkit 2	10-15 MINUTES
Toolkit 3	10-15 MINUTES
Beyond the Basics	15 MINUTES
Useful Tips & Resources	10 MINUTES
Conclusion & Post Test	5-10 MINUTE POSTTEST 5 MINUTE EVALUATION
Wrap Up, Evaluation, and Certificates	10-15 MINUTES
Total Training Time	1 ½ TO 3 HOURS

(Note scores will be distributed at 3-month Delayed Posttest)

To Do List

- ✓ POST COMMENTS AND INTRO TO DISCUSSION BOARD
- ✓ LOCATE YOUR LIBRARY'S POLICIES
- ✓ DISCUSS TRAINING WITH OTHER TRAINING PARTICIPANTS / STAFF MEMBERS AT YOUR LIBRARY
- ✓ POST COMMENTS & SHARE YOUR LIBRARY'S POLICIES IN ONLINE DISCUSSION BOARD
- ✓ PRINT CERTIFICATE

Monday

- LOG INTO COURSE
- COMPLETE PRE-TEST
 - REVIEW LEARNING OBJECTIVES
 - POST YOUR INTRODUCTION

Tuesday

- REVIEW: BE PREPARED
- POLICIES & PROCEDURES
 - HOW TO BE EFFECTIVE & CREATE BETTER ENVIRONMENT

Wednesday

- REVIEW: TOOL KIT 1
- ID A PROBLEM
 - DETERMINE THE PROBLEM
 - KEEP YOUR COOL
- SCENARIO 1: I KNOW I RETURNED THIS BOOK

Thursday

- REVIEW: TOOL KIT 2
- RESOLVE THE PROBLEM
 - SCENARIO 2: PERVERT ATTACK
 - OFFERING OPTIONS
 - REACH MUTUAL AGREEMENT

Friday

- REVIEW: TOOL KIT 3
- IMPLEMENTATION
 - SCENARIO 2: LAST RESORT-LEAVE THIS LIBRARY
 - LEARN FROM EXPERIENCE
 - FOLLOWUP

Week 1 To Do

- ✓ POST COMMENTS AND INTRO TO DISCUSSION BOARD
- ✓ LOCATE YOUR LIBRARY'S POLICIES
- ✓ DISCUSS TRAINING WITH OTHER STAFF MEMBERS

Monday

- REVIEW: BEYOND THE BASICS
- FOR SUPERVISORS
 - MENTALLY ILL
 - ABOUT ANGER
 - UNSUPERVISED MINORS

Tuesday

- REVIEW: USEFUL TIPS & BIBLIOGRAPHY
- REVIEW TIPS & RESOURCES

Wednesday

- REVIEW: CONCLUSION
- POST-TEST
 - EVALUATION & COURSE FEEDBACK

Thursday

- WRAPPING UP
- COURSE CE CERTIFICATE
 - PRINT COURSE MATERIALS BEFORE COURSE CLOSSES

Friday

YOU MAY SEND FOLLOW UP COMMENTS TO CO-PI AT TERI@UNT.EDU

Week 1 To Do

- ✓ POST COMMENTS & YOUR LIBRARY'S POLICIES TO ONLINE DISCUSSION BOARD
- ✓ DISCUSS TRAINING WITH OTHER STAFF MEMBERS
- ✓ PRINT CERTIFICATE