



1st Steps – Where Do I Begin?

Create a Repeatable Design Process	<ul style="list-style-type: none">• Templates• Style Guidelines• Lesson Plans
Incorporate Assessment Techniques	<ul style="list-style-type: none">• Design Classes in a Series Format• In-Class Formal and Informal Activities• Post-Class Survey
Rework Existing Classes	<ul style="list-style-type: none">• Write for the Beginner• Incorporate Additional Activities• More numbered Sequences vs. Text



Don't forget to check out Gail's Toolkit for class materials and resources on Instructional Design and Training!
www.gailstoolkit.com

Charting the Course – Where Can I Go From Here?

Expand Class Offerings	Socialize the Idea	Recruit More Trainers
<ul style="list-style-type: none">• Review Customer Surveys for Topics• Plan for Cyclical and Seasonal Events	<ul style="list-style-type: none">• Secure Support• Scout Resources	<ul style="list-style-type: none">• Librarians• Staff with Specific Expertise (SME's)

Stretching the Boundaries – How Can I Add *Designer* To My Librarian Toolkit?

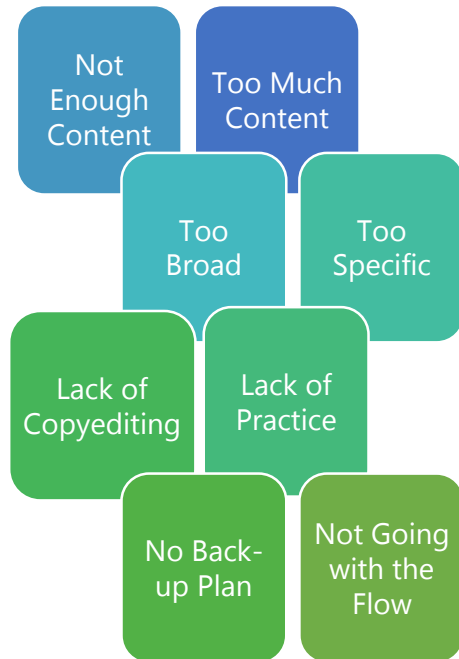
Adult Learning Principles	<ul style="list-style-type: none">• Teacher as Facilitator• Freedom within Structure• Experience & Knowledge	<ul style="list-style-type: none">• Teacher as Facilitator• Freedom within Structure• Experience & Knowledge
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Taking the Plunge – How Can I Enhance My Training Skills?

Facilitator

- Manage Disruptive Participants
- Set the Stage
- Stick to the Schedule
- Cover All Topics
- Think On Your Feet
- Keep Participants Engaged

Common Newbie Pitfalls



Best Practices

- Network with Others in Similar Roles
- See What's Already Out There
- Become Familiar with Instructional Design Principles

Objectives & Assessments

Objectives

- Mirror class goals/purpose to reinforce learning concepts
- Provide a structure for staying on track with class material
- Are clearly defined, measurable, and observable

Assessment

- Determines if learning has occurred through objectives
- Includes a variety of methods – Use those which best suit your objectives & purpose
- Offers insight on participant comprehension and suggestions for improvement