Creating Space for Online Learning
May 18, 2018

Learning Objectives
By the end of the webinar, you should be able to:

- Describe the importance of connecting individual professional learning to organizational goals.
- List at least three ways to immediately begin incorporating online learning into daily work routines.
- Overcome common obstacles to effective online learning
- Identify resources for online learning

Type your response in the question area
Why did you sign up?
What do want to learn?
Describe the importance of connecting individual professional learning to organizational goals.

• Online Learning Motivation
• Making Learning a Library Priority
• Modern Learners

People are motivated by:

• Autonomy: People want to have control over their work/lives.
• Mastery: People want to get better at what they do.
• Purpose: People want to make a contribution to something larger than themselves.
• Relationships: People need personal connections.

How can you help meet these needs?

Pre-work Recap
Incorporate Learning as a Library Priority

- Connect to library mission
- Incorporate into plans and assessments
- Create a culture of learning

Empower library staff through professional development and support—part of every job.
Maintain an organized staff development program with purposeful training plans and formalized expectations.
Support learning with funding and time.
Advocate and communicate the value of library training; buy-in from leadership and staff.
Emphasis on informal learning.

Create a culture of learning

- Staff are motivated to seek learning opportunities.
- Greater retention and application of new skills and knowledge.
- Staff have more confidence; empowered.
- Staff understand the need for change.
- Staff work together toward common goals.

Learning Culture Benefits
Plan for Your Library Learning

- Staff Development Plan
- Competencies
- Self-Directed Learning Program
- Personal Learning Plan
- Onboarding and Annual Reviews

What do modern learners want?

- Learning that is micro and online—on demand.
- To be empowered by workplaces that are more supportive of learning.
- Time and support for training.
- Collaborative learning opportunities.
Incorporating Online Learning into Daily Life

- Time Management
- Learning Independently
- Learning Together

2nd Section – Incorporating Online Learning into Daily Life

Strategies for incorporating online learning into your daily work routines.

Making Time for Learning

I’m already so busy. How can I find time for learning?
Have you tried the Pomodoro Technique?

1. Identify a task/goal.
2. Set a timer to 25 minutes.
3. Focus on the task until the timer goes off.
4. Take a quick break (3-5 minutes).
5. If possible, set the timer to 25 minutes again.
6. Every 4 Pomodoros, take a longer break (10-30 minutes).

https://tomato-timer.com/

TIMEBOXING

Instead of "I will focus on this task until it is complete",

“I will focus on this task for 20 minutes.”
If you want it to happen, schedule it.

Your To-Do List

Daniel H. Pink

WHEN
THE SCIENTIFIC SECRETS OF PERFECT TIMING
How do you SPEND YOUR TIME?

Habits & Routines

Can you make learning a part of your routine?

Ready to establish a new learning habit?

“Most of the choices we make each day may feel like the products of well-considered decision making, but they’re not. They’re habits.” — Charles Duhigg
Learning Independently

Tool: Personal Learning Plan

Managers:
- Ask about their expectations.
- What outcomes do they expect? What are they willing to do to achieve these results?

<table>
<thead>
<tr>
<th>Goals / skill to develop</th>
<th>Staff Action or Learning Activity</th>
<th>Resources Needed</th>
<th>Target Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Customer Service</td>
<td>Identify customer needs and providing the best service</td>
<td>Read &quot;How to Wow Customers&quot;, from the on-line resources.</td>
<td>1 hour</td>
<td>March 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Register for and attend &quot;Customer Service Training&quot;</td>
<td>6.5 hours</td>
<td>April 3</td>
</tr>
<tr>
<td>2. Technology</td>
<td>Technical skill development and improvement</td>
<td>Register and attend Advanced Searching classes.</td>
<td>6.5 hours</td>
<td>April 23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meet with Mary to learn how to set up a simple database</td>
<td>1 hour</td>
<td>May 1</td>
</tr>
</tbody>
</table>
Learning Goals

• My learning goal for [subject/topic] is: (What will you learn and when will you learn it by?)
• To achieve my learning goal, I must learn: (What specific knowledge, information, skills do you need to acquire?)
• To acquire that knowledge, I will use: (What specific resources will you use?)
• To determine whether I have achieved that goal, I will: (What criteria will you use to determine whether you have met your goal?)
• To demonstrate that I have achieved my goal, I will: (How will you prove that you have achieved your goal?)

Learning Together

Each One, Teach One

One of the best measures of learning is the ability to teach others.

• Every person who attends training is expected to train someone else, to share the learning experience.
• Study groups
• Learning partners
• Internal blogs, post webinar meetings, learning presentations
3rd Section – Ready to Learn

- Being a successful online learner
- Measuring your success
- Identifying resources for online learning

What's your ideal learning environment?

How can you avoid INTERRUPTIONS?

- Set parameters for interruptions.
- Communicate “unavailable” and “available” time.
- Find a workspace that is conducive to focused attention.
- Be aware of workplace activity trends.
- Consider purchasing noise cancelling headphones.
How to be a successful online learner

Motivation is key and persistence is the linchpin

- Set goals: Individual and organizational
- Practice time management
  - How many minutes or hours per week can you devote?
  - Create a to-do list with weekly deadlines and due dates.
- Communicate: With instructors and with peers
- Create your ideal environment; no interruptions and distractions

“Stick with it!

“I never teach my pupils. I only attempt to provide the conditions in which they can learn.”

Albert Einstein

Beyond the learning EVENT...
Measuring Your Success

Poll: What is your preferred type of online learning?

- Webinar
- Online course
- Video
- Podcast
- Self-paced tutorial

Free Training Resources: Let's Share

1. INFOSFLS
2. ALA eLearning
3. Webjunction
4. Wyoming State Library
5. Library Schools, Systems, and State Libraries
   - Reaching Across Illinois Libraries (RAILS)
   - Colorado State Library
   - Nebraska Library Commission
   - Idaho Commission for Libraries
   - Texas State Library
   - Indiana State Library
What is one thing you will do within the next week as a result of having participated in this webinar today?