
Planning A Palooza

— Creating Collaborative Training
Opportunities for Library Staff —

An Infopeople Webinar

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About the Presenters



Palooza Background



Today's Objective

- ❑ Understand the need for increased training and collaboration
- ❑ Learn the foundations of planning a palooza
- ❑ Learn how to gain buy-in and driver participation
- ❑ Understand how to implement your own Palooza
- ❑ Learn how to evaluate and determine next steps

Plan a Palooza!

You will need:

- Pen/Pencil
- Paper

As we move through our webinar today, we will have time for each of you to plan your own Training Palooza!



The need for increased training and collaboration

- Benefits of Face to Face interaction
- Creating a Sharing Network
- Identify where training is needed



Exercise #1: Planning a Palooza Training Topic

What training topic will be the focal point of your Palooza?

The Foundations of Planning a Palooza

- Foundations and Scalability
- Event format
- Intended outcomes
- Inviting presenters



Event Format

9:30am-10:00am	Sign In and Network
10:00am-10:20am	Welcome to Event
10:20am-11:45am	Speed Date a Program
12:00pm-1:00pm	Lunch and Keynote
1:15pm-2:30pm	Sharing Round Tables
2:30pm-3:00pm	Open Mic Session



Speed Date a Program

Fast-paced and energizing, during timed segments presenters share the ins and outs, successes, and difficulties of their programs, as well as answer questions from attendees.



Sharing Roundtable

Using table cards, groups call out pertinent topics they would like to discuss. Select as many topics as needed based on number of attendees.



Exercise #2: Planning a Palooza Where and Who

- List five potential Palooza Training Event locations.
- List knowledgeable sharers or contacts who could help compile this list.

Gain buy-in and driver participation

- Get the word out
- Promote with library staff
- Accessible to all (not just for managers)

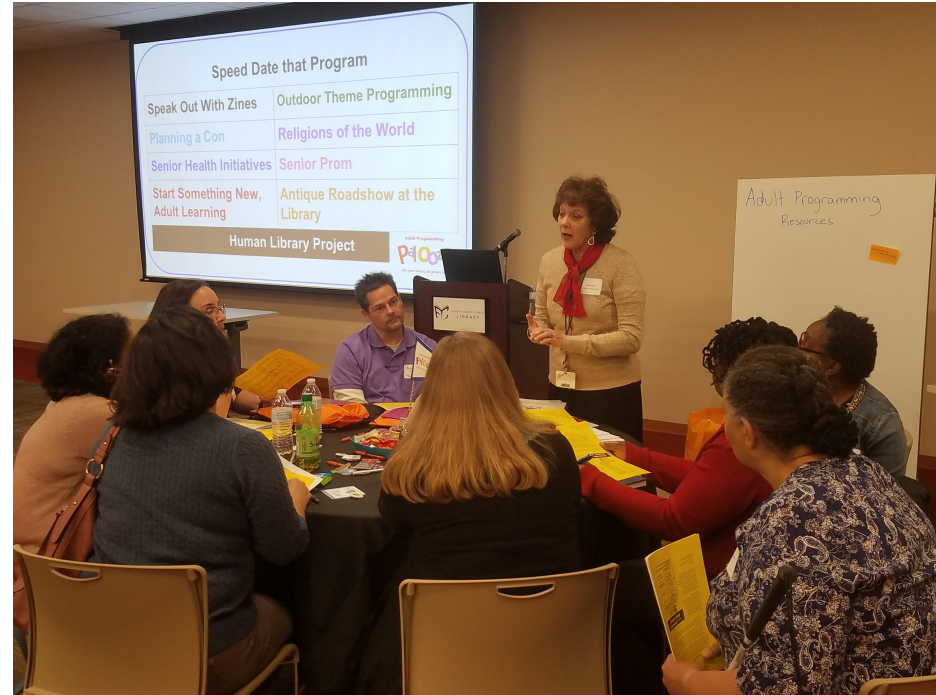


Exercise #3: Planning a Palooza Promotion

- Describe your target audience
- List three ways you can reach that audience

How to implement your own Palooza

- Gather supplies
- Establish the environment
- Segments of a successful Palooza



Exercise #4: Planning a Palooza

- List possible segments for your Palooza
- What supplies will you need?
- Create a quick map of your space

How to evaluate and determine next steps

- Using a survey
- Verbal Feedback
- Determining next steps



Final Tips

- Remain Flexible
- Allow participants to drive the day
- Keep the day fast-paced and high-energy



Thank You!

We'd love to hear from you!
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