Staff Education and Development

Learning Calendar for August, 2006

View August Course Descriptions

Workshops Sponsored by the Office of Learning and Development [including ITC workshops].

Workshops Sponsored by the Teaching Resource Center.

To register for any of these sessions, please click inside the checkbox to the left of each session you wish to attend. Please be sure to also include your name and e-mail address in the form at the bottom of the screen. Please refresh your screen to see the latest version of the page.

<table>
<thead>
<tr>
<th>Week 1, July 31 - August 4, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yoga for Health, Flexibility, and Relaxation - Tuesday, August 1, 2006, 9:15 a.m. - 10:15 a.m., Clemons 201. [Helen Gatling Austin]</td>
</tr>
<tr>
<td>Subversion: A System for Managing the Development of Various Web Applications - Tuesday, August 1, 2006, 2:00 p.m. - 3:00 p.m., Alderman electronic classroom. [Dennis Collins]</td>
</tr>
<tr>
<td>Subversion: A System for Managing the Development of Various Web Applications - Thursday, August 3, 2006, 10:00 a.m. - 11:00 a.m., Alderman electronic classroom. [Dennis Collins]</td>
</tr>
<tr>
<td>Subversion: A System for Managing the Development of Various Web Applications - Friday, August 4, 2006, 10:00 a.m. - 11:00 a.m., Alderman electronic classroom. [Dennis Collins]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 2, August 7 - August 11, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Library Mentoring Program [Information Session] - Monday, August 7, 2006, 2:00 p.m. - 3:30 p.m., Clemons 407. [Al Napier]</td>
</tr>
<tr>
<td>Event</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Subversion: A System for Managing the Development of Various Web Applications</td>
</tr>
<tr>
<td>Information Session for Student Supervisors</td>
</tr>
<tr>
<td>What to Tell Returning Users about iLink [or] Ten Thousand Creatures of Habit Might Not Think the &quot;New&quot; Virgo is an Improvement</td>
</tr>
<tr>
<td>Information Session for Student Supervisors</td>
</tr>
<tr>
<td>Week 3, August 14 - August 18, 2006</td>
</tr>
<tr>
<td>Writing Monthly Reports and Annual Self-Assessments</td>
</tr>
<tr>
<td>Yoga for Health, Flexibility, and Relaxation</td>
</tr>
<tr>
<td>Work Keys [Information Session]</td>
</tr>
<tr>
<td>The Four Myths of Customer Service</td>
</tr>
<tr>
<td>MARC 101: How Understanding MARC Can Change Your Life!</td>
</tr>
<tr>
<td>The Library Mentoring Program [Information Session]</td>
</tr>
</tbody>
</table>
What to Tell Returning Users about iLink [or] *Ten Thousand Creatures of Habit Might Not Think the "New" Virgo is an Improvement* - Thursday, August 17, 2006, 2:30 p.m. - 3:30 p.m., Alderman electronic classroom. [Chris Hoebeke]

**Week 4, August 21 - August 25, 2006**

- **Yoga for Health, Flexibility, and Relaxation** - Tuesday, August 22, 2006, 9:15 a.m. - 10:15 a.m., Clemons 201. [Helen Gatling Austin]

- **Directors' Station Users Group Forum** - Tuesday, August 22, 2006, 3:00 p.m. - 4:00 p.m., Clemons 407. [Lynda White, facilitator]

- **The Library Mentoring Program [Information Session]** - Wednesday, August 23, 2006, 2:00 p.m. - 3:30 p.m., Clemons 407. [Al Napier]

- **Facilitation Skills for the Workplace** - Thursday, August 24, 2006, 9:00 a.m. - 1:00 p.m., Byrd Conference Room, Harrison Institute. [Bev Wann]

**Week 5, August 28 - September 1, 2006**

- **Issues in Diversity Monthly Brown-bag Lunch** - Monday, July 28, 2006, 12:00 noon - 1:30 p.m., Clemons 321. [Facilitated by Staff Education and Development]

- **The 2006 Performance Evaluations [Information Session]** - Tuesday, August 29, 2006, 10:00 a.m. - 11:30 a.m., Clemons 322B. [Al Napier]

**September Learning Calendar**

**Week 1, September 4 - September 8, 2006**

- **Work Keys [Information Session]** - Wednesday, September 6, 2006, 2:00 p.m. - 3:00 p.m., Clemons 407. [Al Napier]

- **The 2006 Performance Evaluations [Information Session]** - Thursday, September 7, 2006, 3:00 p.m. - 4:30 p.m., Alderman 317. [Al Napier]
### Week 2, September 11 - September 15, 2006

- **Promotion Workshop [Information Session]** - Tuesday, September 12, 2006, 3:30 p.m. - 4:30 p.m., Brown Science and Engineering Library Conference Room. [Facilitated by Members of the Promotion Review Board]

- **The 2006 Performance Evaluations [Information Session]** - Wednesday, September 13, 2006, 2:00 p.m. - 3:30 p.m., Clemons 407. [Al Napier]

- **Work Keys [Information Session]** - Friday, September 15, 2006, 10:00 a.m. - 11:00 a.m., Clemons 407. [Al Napier]

### Week 3, September 18 - September 22, 2006

- **The 2006 Performance Evaluations [Information Session]** - Thursday, September 21, 2006, 10:00 a.m. - 11:30 a.m., Clemons 322B. [Al Napier]

### Week 4, September 25 - September 29, 2006

#### October Learning Calendar

### Week 1, October 2 - October 6, 2006

- **The 2006 Performance Evaluations [Information Session]** - Monday, October 2, 2006, 2:00 p.m. - 3:30 p.m., Clemons 407. [Al Napier]

#### Customer Service Training for Student Assistants

- **Customer Service Training for Student Assistants** - Monday, September 18, 2006, 1:30 p.m. - 3:00 p.m., Clemons 407. [Debbie Kirby, et al.]

- **Customer Service Training for Student Assistants** - Tuesday, September 19, 2006, 3:30 p.m. - 5:00 p.m., Clemons 407. [Debbie Kirby, et al.]

- **Customer Service Training for Student Assistants** - Wednesday,
Customer Service Training for Student Assistants - Friday, September 22, 2006, 2:30 p.m. - 4:00 p.m., Clemons 407. [Debbie Kirby, et al.]

Shelving Training for Student Assistants

- Monday, September 4, 2006, 10:00 a.m. - 11:30 a.m., Alderman electronic classroom. [Pam White]
- Monday, September 4, 2006, 1:00 p.m. - 2:30 p.m., Alderman electronic classroom. [Pam White]
- Friday, September 8, 2006, 10:00 a.m. - 11:30 a.m., Alderman electronic classroom. [Pam White]
- Friday, September 8, 2006, 1:00 p.m. - 2:30 p.m., Alderman electronic classroom. [Pam White]
- Tuesday, September 12, 2006, 11:00 a.m. - 12:30 p.m., Alderman electronic classroom. [Pam White]
- Tuesday, September 12, 2006, 6:00 p.m. - 7:30 p.m., Alderman electronic classroom. [Pam White]

To register for any of these classes, please click in the checkboxes to the left of those classes you wish to attend and then provide the following information:

**First Name:**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>******************</th>
</tr>
</thead>
</table>

http://staff.lib.virginia.edu/HR/training/calendar.html
### Archived Class Documents

- **University of Virginia Library Mentoring Program** [PowerPoint presentation by Al Napier]
- **Using Work Keys: Next Steps** [PowerPoint presentation by Al Napier]
- **Supervisors' Information Session** [PowerPoint presentation by Jan Gurley]
- **Using the In-Band Adjustment Process** [PowerPoint presentation by Al Napier]
- **Revisions to the Library Reward and Recognition Policy** [PowerPoint presentation by Al Napier]
- **Faculty Reward and Recognition Policy** [PowerPoint presentation by Al Napier]
- **Leading Effective Meetings: Making the Most of Your Group's Meeting Time** [Suzanne Bombard]
- **Serving Your Customer Best: The Art (and Skill) of Excellent Customer Service** [Suzanne Bombard]
- **Managing Employee Performance** [PowerPoint presentation by Al Napier]
- **MARC 101: How Understanding a MARC Record Can Improve Your Life!** [PowerPoint Presentation by Erin Stalberg] **MARC Tag Outline** [Erin Stalberg]
- **Making the Connexion: Basics** [PowerPoint presentation by Erin Stalberg]
Making the Connexion: Cataloging [PowerPoint presentation by Erin Stalberg]

Function Key Template

Passport, CatME, Connexion Comparison

Connexion Features for Passport Users

Connexion Features for CatME Users

Library Human Resources [PowerPoint presentation by Al Napier]

How to Buy a Home Computer [PowerPoint presentation by Walter Underwood]

How to Maintain a Home Computer [PowerPoint presentation by Walter Underwood]

Supervisors' Information Session [PowerPoint presentation]

Student Employment Enhancements [PowerPoint presentation]

Student Classification System

Student Job Description

University Library Student Compensation Plan

Serving Your Customer Best: The Art (and Skill) of Excellent Customer Service [Suzanne Bombard]

Writing Monthly Reports and Yearly Self-Assessments [Suzanne Bombard]

Word 2002: New Bells and Whistles [Suzanne Bombard]

File Management with CDRs and CDRWs [Walter Underwood]

Mulberry: The [Better] E-Mail Alternative

MS Word Special Topics: AutoTools - Word's Executive Shortcuts

MS Word Special Topics: Not-So-Stupid Formatting Tricks

PowerPoint I [A]: Creating and Modifying a Slide Show
<table>
<thead>
<tr>
<th>An Introduction to MySQL, Lesson 2; Class Exercises #1; Class Exercises #2; and Class Exercises #3.</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Introduction to Relational Databases; Class Exercises #1; Class Exercises #2.</td>
</tr>
<tr>
<td>Time Management Principles and Practices: Managing Your Time and Your Resources</td>
</tr>
<tr>
<td>XML class documentation</td>
</tr>
</tbody>
</table>