

Date: January 3, 2012
To: Stephen Albers, Chair and members of the Board of Trustees
From: Holly Gorski, Staff Experience Director
Subject: Preview of new staff training

At the January Board meeting, Library Trainer Steve Champion will present a brief preview of a new way to train PCLS staff in our circulation procedures and software.

This new interactive mixed-media training format will replace five previous face-to-face classroom sessions at the Processing and Administrative Center. A series of eight classes will allow new employees to receive the majority of the training online, in their own environment and at their own pace. Having the curriculum online will also allow existing staff to review procedures at any time.