



LibraryLinkNJ

The New Jersey Library Cooperative

On-Site, On-Demand Staff Development

Let Us Help You Make a Difference!

In these tough economic times, **LibraryLinkNJ is here for you and your staff.** Ongoing professional education is essential in the work lives of all staff members, and we want to make it as **efficient** and **cost-effective** as possible.

Several consulting firms specializing in professional development are offering high-interest, proven Continuing Education programs especially for teams of staff members. **We will subsidize 75% of the program cost!**

Staff Development Programs for July 1, 2011 - June 15, 2012

The programs listed below are the featured selections from the Continuing Education Providers we are working with. Most of these interactive workshops can be customized for length and for the specific needs of participants. *If you don't see what you need, give us a call!*

Find Out More and Book a Program

Details on how the Onsite program works and full descriptions of courses are available at <http://librarylinknj.org/content/continuing-education>. If you are interested in booking one of these pro-

grams for your library, please complete the *On-Site, On-Demand Staff Development Program Interest Form*, available at <https://librarylinknj.wufoo.com/forms/onsite-ondemand-staff-development-program>.



Staff Development Tracks and Courses

Communication Skills Track

- Why We Click With Some...and Clank With Others
- Communicating with Others
- Communicating in a Diverse Environment
- Making Meetings Work

Leadership and Team-Building Track

- Solving Workplace Problems
- Resolving Conflict
- Nuts & Bolts Leadership
- Adapting to Change

- Building Trust in the Workplace
- Customer Service
- Five-Star Teamwork
- The Art of Negotiating
- Creative Problem-Solving
- Giving and Receiving Feedback

Technology Skills Track

Choose from a variety of options, including Windows XP, Vista, and Windows 7, or select a workshop on any one of the MS Office Suite of applications. You can specify your library's needs on the On-Site Staff

Development Program Interest Form at <http://dft.ba/-onsiteCE>.

Personal Development Track

- Stress Management
- Clearing The Clutter
- Managing Time Effectively

Cultural Diversity Track

- Cultural Awareness Training: Strategies for Creating a More Inclusive Library
- Managing Across Cultural and Generational Differences

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