



# University of Maryland Libraries'

## Learning Curriculum Workshop Checklist

Name \_\_\_\_\_

Department/Division \_\_\_\_\_

Keep a copy of this checklist in your Learning Curriculum Notebook for easy updating and when revisiting materials.

Workshop Title	Date Attended	Personal Plan Status (How am I using what I've learned?)
<b>Component I: Introduction: Development of the Learning Organization</b>		
▶ Principles & Practices of the Learning Organization		
▶ Shared Visioning: The UM Libraries as a Learning Organization		
▶ Learning to Thrive in an Ever Changing Workplace		
▶ Creating a Workplace in Which Diversity is Valued		
▶ Working and Learning Together		
<b>Component II: Defining Customer Service</b>		
▶ Module I: The UM Libraries Customer Service Philosophy		
▶ Module II: Working with Each Other: The Internal Customer Relationship		
▶ Module III: Achieving Service Excellence in Dealing with External Customers		
<b>Component III: Measurement, Evaluation, &amp; Continuous Improvement for Planning and Decision-Making</b>		
Creating A Culture of Assessment		
The Basics of Measurement and Evaluation		

Note: ▶ indicates workshops where participation is strongly encouraged. Blank spaces are for workshops not listed on this checklist.

Name \_\_\_\_\_

Workshop Title	Date Attended	Personal Plan Status (How am I using what I've learned?)
<b>Component III: Continued . . .</b>		
Measuring and Evaluating Series:		
Programs and Services		
Projects and Work Processes		
Team Performance		
Grant Proposal Writing		
Evaluating Individual Performance		
Writing Smart Objectives		
<b>Component IV: Development of Self, Teams and Workgroups</b>		
▶ Becoming a Self-Managing Team		
▶ Communication in Groups and Teams		
▶ Facilitation Skills		
▶ Decision-Making and Consensus Building		
▶ Making Meetings Work: Skills and Techniques		
Tapping Creativity: Tools for Problem Solving and Decision Making		
▶ Becoming an Effective Coach		
Mentoring Others		
▶ Increasing Self-Awareness of Behavioral Style and Preferences		
Managing Stress and Burn-Out		
Planning, Setting Priorities, and Effective Time Management		

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Name \_\_\_\_\_

Workshop Title	Date Attended	Personal Plan Status (How am I using what I've learned?)
<b>Component V: Exploring Leadership and Followership</b>		
▶ Leadership and Shared Leadership in the UM Libraries		
▶ Understanding Leadership		
▶ Effective Followership		
▶ Shared Leadership		
<b>Component VI: Individual Improvement</b>		
Understanding Your Learning Style and Preferences		
Improve Your Project Management Skills: Managing For Success		
Presentation Skills		
Safety and Security Measures		
▶ Sexual Harassment Prevention		
Professional Writing		
<b>Component VII: Train-the-Trainer (by application only)</b>		
<b>Component VIII: Computer Skills</b>		
<b>Component IX: Library Skills &amp; Peer Training</b>		

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