

University of Maryland Libraries
Technical Services Transition Team

Establishment of Interim Training Team

--Approved by Transition Team January 30, 2002--

BACKGROUND

Working Paper 6, "Technical Services Division in a Team-Based Learning Organization," calls for six coordinating teams in the division to "assure collaboration and coordination in designing and implementing policies and processes that involve multiple TSD Production Groups and/or other library divisions." Coordinating teams will examine TSD and cross-divisional policies and work-flows and may recommend major policy or workflow changes to the TSD Planning & Leadership Team.

One of the six is the Training Coordinating Team, for which the following responsibilities are defined in WP 6:

1. Identify training needs and resources for Technical Services staff;
2. define and maintain a description of TSD core competencies and a curriculum plan to support mastery of those competencies by all TSD staff, both continuing and new;
3. coordinate staff training efforts among all Technical Services Production Groups;
4. work with other Coordinating Teams to develop and deliver training and documentation as required to support their missions;
5. support the Libraries' Learning Curriculum and assure articulation of training efforts with the Learning Curriculum;
6. develop training programs provided by TSD staff for staff outside of TSD;
7. support TSD staff in developing skills in designing training presentations and creating documentation.

The Technical Services Transition Team, formed in October 2001 to continue the work begun by the Blue Ribbon Committee and resulting in Working Paper 6, agreed in January 2002 that an interim Training Team should be the first team formed. Not only should it be the first team, it should be formed as quickly as possible. The Interim Training Team is the precursor to the Training Coordinating Team. This present document guides the formation and operation of the new temporary team.

CHARGE

Help provide staff the resources, expert help and skill development required for the new TSD team-based organization to succeed from the start.

- The interim team's responsibilities will focus on 1, 2, 3 and 5 above for the permanent team.
- The team is responsible for developing a detailed work plan for training and a schedule of training activities and workshops. The training should include activities for the newly formed production groups and coordinating teams as well as individual staff.

STRATEGIES

- Review institutional resources – i.e., what is already available to assist staff, such as
 Pertinent Learning Curriculum activities
 Assistance of facilitators' team
 Reading materials or other tools, such as individual copies of THE TEAM
 MEMORY JOGGER
- Plan and/or offer learning activities to help production groups understand teams and become effective teams

MEMBERSHIP

Lulu Barnachea, Sue Baughman, Heidi Hanson, Sue Koutsky, Johnnie Love and Marlene Viktor. The group will select its own team leader, who will be a member of the Planning and Leadership Coordinating Team while the Interim Training Team is in operation.

OPERATION

The Interim Training Team should expect to operate for about a year, with an evaluation at the six-month point of time still needed and tasks to be finished. The Interim Training Team will start under the guidance of the Transition Team and will finish by reporting to the Planning and Leadership Coordinating Team.

The team may call meetings and ask for the assistance of other individuals as it sees fit. After the team is formed, the leader should report regularly to the Transition Team or to the Planning and Leadership Coordinating Team. The team should also keep TSD staff posted.

The team and the Planning and Leadership Coordinating Team should confer on the point at which the interim team seems ready to dissolve and the permanent team ready to start.