



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?)
Component I: Introduction: Development of the Learning Organization		
▶ Principles & Practices of the Learning Organization		
▶ Learning to Thrive in an Ever-Changing Workplace		
Dealing with Differences		
Component II: Defining Customer Service		
▶ The UM Libraries' Customer Service Philosophy		
▶ Working with Each Other: The Internal Customer Relationship		
▶ Learning from Each Other: Achieving Service Excellence in Dealing with External Customers		
Component III: Measurement, Evaluation, & Continuous Improvement for Planning and Decision-Making		
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?)
Component III: Continued . . .		
Measuring and Evaluating Series		
Grants 101: Grant Proposal Writing		
Evaluating Individual Performance		
Component IV: Development of Self, Teams and Workgroups		
▶ Becoming a Self-Managing Team		
Giving and Receiving Feedback		
Conflict Management		
Rewards in Tough Times		
▶ Facilitation Skills		
Secrets of Meeting Management		
Tapping Creativity: Tools for Problem Solving and Decision Making		
▶ Becoming and Effective Coach		
Mentoring Others		
▶ Increasing Self-Awareness of Behavioral Style and Preferences		
Stress Management		
Time Management: Work Smarter, Not Harder		
Dealing with Difficult People in the Workplace		

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Workshop Title	Date Attended	Personal Plan Status (How am I using what I've learned?)
Component V: Exploring Leadership and Followership		
▶ Understanding Leadership		
▶ Leadership and Shared Leadership in the UM Libraries		
Component VI: Individual Improvement		
Understanding Your Learning Style and Preferences		
Improve Your Project Management Skills: Managing For Success		
Presentation Skills		
▶ Safety and Security Measures		
▶ Sexual Harassment Prevention		
Clear and Concise Writing		
Grammar and Punctuation		
Component VII: Computer Skills		
Windows Overview		
Basic Microsoft Word		
Intermediate Word		
Microsoft Excel Overview		
Intermediate Excel		
Microsoft PowerPoint Overview		
Intermediate PowerPoint		
Microsoft Access Overview		
Intermediate Access		

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Component VII: Continued...		
HTML 101: Introduction to HTML		
Intermediate HTML I		
Introduction to Adobe Photoshop		
Component VIII: Library Skills		
Component IX: Leadership Development		
Do You Supervise Students?		
Component X: Train-the-Trainer <i>(by application only)</i>		

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Notes		
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