Library Training Program

**Performance Appraisal Briefings**
- Tips for Staff- Participate in your own Appraisal: Emma Scruggs  
  Date held: 10/2/01, 1:30-3:00 pm  
  **Number attended: 16**
- Tips for Supervisors- What you need to Know: Jessica Weld  
  Date held: 9/27/01, 10:30-12 pm  
  **Number attended: 15**
  Date held: 10/2/01, 10:30-12 pm  
  **Number attended: 17**

**Managing Injured and Ill Employees**
- Accomodating Disability- The Interactive Process: Fran Sticha/Phyllis Lyons  
  Date held: 10/1/01, 12-1:30 pm  
  **Number attended: 12**

**Basic Supervision**
- **Supervisory Training Series: Elaine Fukuhara Schilling:**  
  Communicating Effectively  
  Date held: 10/23/01, 9:30-12 pm and 4-5 pm  
  **Number attended: 10**
- Performance Management: The Planning Process  
  Date held: 10/24/01, 8:30-12 pm  
  **Number attended: 10**
- Performance Management: Ongoing Coaching & Feedback  
  Date held: 10/24/01, 1-4:30 pm  
  **Number attended: 10**
- Performance Management: The Performance Appraisal  
  Date held: 10/25/01, 8:30-12 pm  
  **Number attended: 10**
- Performance Management: Employee Development  
  Date held: 10/29/01, 8:30-12 pm  
  **Number attended: 10**
- Motivation, Job Improvement & Retention  
  Date held: 10/29/01, 1-4:30 pm  
  **Number attended: 10**
- Managing Your Time and Priorities
Date held: 11/07/01
Number attended: 21

**Competency Interviewing:** Shiree Teng
Date held: 11/14/01 & 11/15/01,
Number attended: 13

**Recruitment and Selection:** Lina Woo
Date held: 1/24/02 251 Moffitt 1:30-5
Number attended: 4

**Training and Communication Techniques:** Debbie Sommer
Date scheduled: 2/27/02 –303 Library 10:15-12:00
Number attended: 27

**Campus Leave Policies**- Vicki Oppenheim
for Roundtable
Date Held: 05/23/02 8:30-10:00
Number Attended: 50

**Managing Injured and Ill Employees**
Worker's Compensation/Non-Industrial Disability-Kimberly Keller/Fran Sticha
Family Medical Leave Act (FMLA)-Juana Loza/Kay Starkweather
for Technical Service Heads/Supervisors
Date Held: 05/29/02, 9:00-10:00 am
Number Attended: 9

for Science Heads/Supervisors:
Date Held: 06/24/02, 9:00-10:30
Number Attended: 9

for Social Science Heads/Supervisors: 08/05/02
Number Attended:

**Contract Training**- (CX, TX, SX, Librarians): Joyce Harlan/Ken Phillippi
Date held:
Number attended:

**PPSM Training:** OHR Staff
Date held:
Number attended:

**Managing Hours of Work for Supervisors**: OHR Employee Relations Staff
Date held:
Number attended:

Employee Information on Use of Leave - (VL, SL LWOP)
  Date held:
  Number attended:

Motivation: Recognition/Reward (in Supervision Series)

Show and Tell- Emergency Supply Cabinets : Troy Wilcox
  Date held:
  Number attended:

Time Organization, Managing Time (in Supervision Series)

Appropriate Communication in the Workplace (also in Supervision series)
  Date held:
  Number attended:

Best Practices: Student Training
  Taking Appropriate Corrective Action of Student Employees for Circulation Services Group
  Date Held: 2/26/02 10:30-11:30
  Number Attended: 25