

Community Training Program

May, 2013

BACKGROUND

GPO has identified community training of depository coordinators and the general public on government information products and services as a vital resource that is needed in the FDLP community. Training suggestions have been culled from FDLP Forecast Study, webinar polls, Biennial Survey responses, and the input of LSCM staff who answer questions from the community and the public through various tools. Library budgets have shrunk and overstretched library staff have indicated a strong desire to learn about or refresh their knowledge of government information resources.

LSCM is implementing a multifaceted approach to training members of the public and library community.

- In-person training will continue to be provided on a case-by-case basis, pending budget limitations at GPO.
- Virtual training initiatives will be further developed beyond the current virtual FDsys training project.
 - Virtual training will encompass webinars, online tutorials, Web page development, and more.
 - iCoHere will be used to host webinars presented by GPO as well as other Federal agencies and members of the FDLP library community.
- Conferences provide the opportunity to expand training opportunities to specialized communities
 - Preservation Week Virtual Meeting
 - Interagency Depository Seminar – including both virtual and in-person sessions.
 - Fall Federal Depository Library Conference and Depository Library Council Meeting, including both in-person and virtual sessions.
 - Other conferences as travel is allowed, including ALA, AALL, SLA, IS&T, IFLA

GOAL

To organize and implement a variety of quality training opportunities for the community, including diverse training topics and utilizing various mediums as appropriate for the topic.

OBJECTIVES

- Review and prioritize stated training needs from the community. Match to possible agency or community members who are subject matter experts capable of presenting quality training;
- Produce, coordinate, and host training sessions;
- Provide remote access to training as appropriate;
- Record training for later access when possible;

- Archive training and training content in appropriate location for accessibility;
- Deliver certificates of participation to remote attendees;
- Investigate continuing education accreditation for GPO sponsored training, and
- Analyze evaluations and provide recommendations for future directions.

ROLES AND RESPONSIBILITIES

The multi-faceted approach to training will involve the use of LSCM staff from each of the units. Some staff will be regularly tasked with coordinating training sessions. Others will be tapped onto as needed as Subject Matter Experts (SMEs). An overall coordinator will be hired when there are sufficient funds available.

Role	Responsibility
Project Coordinator	Coordinates training sessions and program objectives. Ensures overall goals of the Community Training project are identified and achieved. Manages non-FDsys virtual and in-person training sessions.
Program Manager	Manages the iCohere platform for virtual training sessions.
Program Manager	Ensures in-person and virtual FDsys training sessions are organized, training objectives are achieved, and maintains project documentation.
Conference Coordinator	Manages the in-person conference logistics.
Team Members	GPO staff who host, present, or provide support for training sessions.

DELIVERABLES

Project Team	Establish a dedicated team within LSCM to determine priorities, timeline, establish curricula, manage webinars and in-person training, assign roles, and provide train-the-trainer sessions.
Priority List	Establish a priority list of educational sessions based on community need and demand.
Schedule	Develop a schedule for webinars and in-person training sessions.
FDsys Webinars	Continue with the administration of FDsys webinars, incorporating updates and changes to the system into the training curricula.
Webinar development with outside SME	Coordinate training with other Federal agencies or community members for other priority topics.
Curricula Development	Based on the priority list, begin developing webinar material for educational sessions.
Conference Training	Conduct virtual spring Depository Library Council meeting, and in-person and virtual Interagency Depository Seminar and fall DLC.
Training Awareness	Integrate an overview of the training initiative, archive of training sessions, training resources, and a mechanism to request training into the FDLP.gov Web site.
Training Evaluation	Develop training evaluation mechanisms. Review feedback received to gauge the success of each webinar/curriculum/session. Adjust training as necessary.

Training Tool	Develop training tool in conjunction with Depository Library Council and FDLP Community that links to various types of government information training resources.
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RESOURCES TO CONSULT

- FDLP Forecast Study: <http://beta.fdlp.gov/about-the-fdlp/projects/23-about/projects/133-fdlp-forecast-study>
- Biennial Survey of Depository Libraries: <http://beta.fdlp.gov/requirements-guidance/guidance/12-biennial-survey-of-depository-libraries>

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