

April Continuing Education Newsletter

March CE Workshops— Quick Reminder

Spaces are still available for the following workshops.

<u>Workshop</u>	<u>Date</u>	<u>Time</u>
Facebook for Librarians: Connect With Your Customers	3-11-10	9-4
AACR & MARC for Video Recordings	3-15 & 16-10	9-4
An Uncommon Commons	3-18-10	9-12
Using & Linking FEL Resources to YA's	3-23-10	Cancelled
Cyber Safety for Children & YA's	3-31-10	10-11:30
Cyber Safety for Parents & Adults	3-31-10	1-2:30

To attend any workshops listed in this newsletter, click on the link provided. Or go to the SWFLN webpage home page and click on the CE Calendar.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Exciting News!

In case you have not heard, the **Paraprofessional Day** is BACK! Save the date — May 12, 2010 at the Hilton Garden Inn, Fort Myers from 8:00 AM—3:30 PM. Registration is open.

Also this year we are combining the E-Resources Day and the Technology Day into one vendor event — **E.T. Extravaganza** Look for more information soon. It will be held on September 23, 2010 at the Hilton Garden Inn Fort Myers from 10:00 AM to 6:00 PM. Registration is open.



We are always looking for continuing education ideas, topics of interest, information requests that fill staff and volunteer needs. Please send any types of requests/ideas to Sandy Nelson at snelson@fgcu.edu

My “tickle file” for future workshops needs filled up with your wonderful suggestions. Many thanks!

April Continuing Education Workshops

<u>Workshop</u>	<u>Date</u>	<u>Time</u>
Leaders in Libraries: Magic of Marketing See page 4 for more details on this workshop.	4-7-10	9-1
Word 2007 Level 2	4-8-10	9-4
Technology Trends in Libraries (ONLINE)	4-9-10	1-2:30
Graphic Novels In Your Library	4-13-10	9-12
Graphic Novels in Your Library (School Edition)	4-13-10	4-7
Management 101: Budgeting & Policies	4-15-10	9-4
Publisher 2007 Level 2	4-22-10	9-4
Get Google With-It!	4-29-10	9-4

Questions or comments, email at snelson@fgcu.edu or call 239-745-3722

SWFLN Phone: (239) 745-3720 Toll-Free: 1 (877) 793-5699
 Fax: (239) 745-3724 Website: www.swfln.org
 Address: Southwest Florida Library Network
 Florida Gulf Coast University
 Library 209 West, 10501 FGCU Boulevard South
 Fort Myers, Florida 33965-6501

Details of these workshops are on the following pages.

FREE Online Webinars and Self-Paced Workshops

With computers so prolific, the opportunities to experience free online classes is exploding. These classes vary in length from minutes to one or one and a half hours. So it does not require an extensive time away from your daily duties. Shown below are some websites that offer free ONLINE events. To understand what is available online, here are definitions of webinars and self-paced classes; **a)** Webinars are live classes at specific dates and times; **b)** archived webinars are webinars that have been videotaped and are available to video stream to your desktop computer at a time of your choosing; **c)** self-paced classes are information that is written in small pieces and available for you to read and learn at your own pace and time. Jump in and try one. It is easy!

<http://neflin2.blogspot.com/>

<http://evanced.info/webjunction/evanced/eventcalendar.asp>

<http://delicious.com/srace/webinars>

<http://www.flelibrary.org/training/>

<http://www.sirsidynixinstitute.com/archive.php>

<http://www.elementk.com/> This website has self-paced on-demand (your choice of what and when) software programs (like Training Options offerings only MORE). Learn at home or work.

Ask SWFLN for a PASSWORD! 14
PASSWORDS are available to you
FREE until September 30, 2010.

Free Webinar on
Thursday, March 11

Title: Getting Grounded: Legal Issues Facing Libraries Offline in 2010

Date and Time: Thursday, March 11, 2010, 12:00 pm – 1:00 pm **Pacific Standard Time**

This webinar will last approximately one hour. There is no charge for this webinar. Pre-registration is not required.

For more information and to participate in the March 11 webinar, go to <http://infopeople.org/training/webcasts/>

Word 2007 Skill Building Series #2

Upon successful completion of this course, students will be able to:

- ⇒ Manage lists.
- ⇒ Customize tables and charts.
- ⇒ Customize formatting with styles and themes.
- ⇒ Modify pictures in a document.
- ⇒ Create customized graphic elements.
- ⇒ Insert content using Quick Parts.
- ⇒ Control text flow.
- ⇒ Use templates to automate document creation.
- ⇒ Perform mail merges.

Who Should Attend?

Existing users of MS Word who want to use the more advanced features of this software package to create documents with greater impact.

The Presenter

This workshop is presented by a certified trainer from Training Options Training Center, Fort Myers, Florida. For more information, please go to www.trainingoptions.com

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: Thursday, April 8, 2010
 Time: 9:00 AM to 4:00 PM
 Place: Training Options

Technology Trends in Libraries: Tools, Skills, Staffing, Training (ONLINE)

Librarians know that the target of keeping technologically current is always moving, and budgets are static at best. Each year, College of DuPage teleconferences dedicate one program that takes a look at future technology trends and gives librarians an important basis for their planning efforts. Libraries are both adopters and innovators, and are increasingly looking beyond the library environment for technological innovations and solutions. You will receive an email from Sandy Nelson about 4 days prior to the online workshop, with directions for connection.

The Presenters

Eric Lease Morgan, Marshall Breeding

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: Friday, April 9, 2010
 Time: 12:00 Noon to 1:30 PM

S Graphic Novels at Your Library: The Basics and Beyond.

Are your students asking you for graphic novels? For manga - with titles such as Naruto, Bleach, High School Debut? Would you like to add more graphic novels to your collection, but you worry about which titles are suitable for elementary, middle school, or high school collections? Kat Kan has been reading comics for fifty years, she's worked in public libraries for more than twenty-five years, she's been working in a school library for three years, and she's been writing about graphic novels in libraries since 1993. She'll give you information on dependable reviews, selection sources, and lots more. She'll also bring lots of books for you to examine throughout the course of the workshop. You'll come away with lists of good titles,

information sources, and maybe even a free book!

Who Should Attend?

Anyone interested in learning more about graphic novels.

The Presenter

Katherine (Kat) Kan comes to us highly recommended from the Florida panhandle where she has given these workshops at NEFLIN.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/

Date: Tuesday, April 13, 2010
 Time: 9:00 AM to 12:00 Noon
 Place: East County Regional Library

S Graphic Novels at Your Library: The Basics and Beyond (School Edition)

This is a repeat of the morning workshop shown above. Other library personnel beyond the school community are very welcome to attend. Please click on the link above to register.

The location of this workshop is *different* from the morning session. Pizza and drink will be provided.



Date: Tuesday, April 13, 2010
 Time: 4:00 PM to 7:00 PM
 Place: Island Coast High School Library
 3721 West Gator Circle
 Cape Coral, Florida
 (239) 458-0362

Management 101: Budgeting & Policy Making

The Management 101 Track is a series of five courses designed as a unit to give a comprehensive overview of what is required in managing a library. No matter what the size or type of institution, all libraries have to grapple with the same administrative issues. Management 101 will help attendees learn how to deal with those issues.

Now that you are in a position to influence budget and policy decisions, it's time to catch up on the basic principles of budgeting, resource management, effective policy-crafting, and how policy-making fits into other management abilities. All of these things affect your funding, and this class will help prepare you for the next budget cycle and policy evaluation.

Three additional workshops in this series will be offered in May, June, and July. Topics to be covered are Leadership, Human Resources, and What is Management?

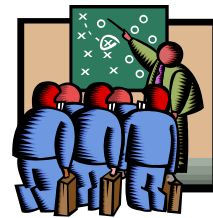
Who Should Attend?

New managers, administrators, or anyone needing a refresher.

The Presenter

Jenny Liberatore from Lyrasis.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html



Date: Thursday, April 15, 2010
 Time: 9:00 AM to 4:00 PM
 Place: Florida Gulf Coast Library
 Conference Room 224

Microsoft Publisher 2007

Upon successful completion of this course, students will be able to:

- ⊖ Create a one-page publication.
- ⊖ Modify a publication's layout and structure.
- ⊖ Edit content in the publication.
- ⊖ Format a publication.
- ⊖ Format pictures.
- ⊖ Identify the options for distributing a publication.

Who Should Attend?

People who need to create a Microsoft

Publication for newsletters, invitations, business cards, brochures, etc.

The Presenter

This workshop is presented by a certified trainer from Training Options Training Center, Fort Myers, Florida. For more information, please go to www.trainingoptions.com

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: Thursday, April 22, 2010

Time: 9:00 AM to 4:00 PM

Place: Training Options

Get Google With-It!

This fun hands-on workshop presented by a Google Certified Teacher, introduces Google's latest tools for educators. This is a high-energy professional development experience that will introduce participants to innovative ways free Google tools can be used in education and in the library. A full-day of fast-paced presentations and hands-on activities includes experience with advanced search techniques, collaborative web-based applications, and inspirational instructional strategies. Additionally, examples of implementation of tools such as Google Docs, Google Sites, Google Forms, and more in the library media center will be shared.

Who Should Attend?

People who work assisting adults in the library and those who offer parent workshops.

The Presenter

Karen Kliegman

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: Thursday, April 29, 2010

Time: 9:00 AM to 4:00 PM

Place: South County Regional Library

Leaders in Libraries: The Magic of Marketing!

Are you a whiz at library marketing, but want a refresher? Are you a pro at promotions, but a novice at assessing what different groups want from your library and targeting your services? This workshop explores the marketing process, and offers insights and views from many of today's leading libraries on how marketing can position your library in the mind of the community as a "go-to" source for information while helping users understand what you have to offer them.

Who Should Attend?

Anyone interested in ideas to better promote their library and the services it provides.

The Presenter

David Bendekovic, Vice President & CMO, Polaris Library Systems

David has spent the past four years traveling throughout the United States, Canada, and Australia meeting, listening to, and working with leaders from many of today's best-run libraries. Over 4,000 people representing over 1,000 libraries have attended his leadership, marketing, and customer service workshops. His research and work in the area of library leadership began as a Program Director at the Leadership Institute at Syracuse University and continues today through his work at Polaris Library Systems.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: Wednesday, April 7, 2010

Time: 9:00 AM to 1:00 PM

Place: TBA

Happy Easter!
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