Self-Directed Staff Training Programs: What Have We Gotten Ourselves Into!
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Phase 1: Planning

Purpose
To give employees maximum opportunity to improve and to develop skills and knowledge to increase their capabilities and enable them to be more productive on their jobs.

Goals
- Enable employees to learn and to explore training opportunities based on interests and job responsibilities
- Encourage a library learning culture
- Supplement current staff training
- Stimulate individualized training
- Develop a sustainable model

Phase 2: Pilot Project

Who and When
- Acquisitions & Preservation Services
- Reference & Research Services
- Six Professional Associates
- One Librarian
- October 2015 – March 2016

Timeline
- Oct 2015 – Two Pilot Projects Begin
- April 2016 – Pilot Projects Analyzed
- May 2016 – Final Model Proposal
- June 2016 – Final Model Approved
- July 2016 – Program Launched
- Aug 2016 – Sign ups Begin
- Oct 2016 – Program Re-Launched
- Aug 2017 – Program Assessed

Number of Programs Viewed by Area

Takeaways
- Program should be voluntary
- Collaboration between supervisor & employee is essential
- Training programs directly related to core responsibilities are best
- No more than three hours per month in training

Phase 3: Implementation

Final Model
- Voluntary participation
- Up to 3 hours a week allowed
- Employee & supervisor collaborate to identify relevant programs, but final choice belongs to employee
- Any training format acceptable
- Self-directed training log required
- Employee can opt out anytime

Self Directed Training Log

Assessment Measures
- Number of employees who participate
- Number of programs completed
- Number of training hours completed
- Interviews
- Focus groups
- Surveys
- Is the Program Effective?
- Is the Program Sustainable?