Planning your Staff Development Day the PPLDCon Way!

Tiffany Paisley and Heidi Buljung
OVERVIEW

● Who we are
● What we did
● How we did it
● Why we did it
● Lessons learned
● So can you
WHO
WHO

Pikes Peak Library District

- 400+ full and part time staff
- Serve most of El Paso County
- In year two of a three year whole-system reorganization
- In the midst of organizational, staffing, and team changes
- 2018 has been dubbed “the year of transition” by many
WHAT
WHAT

Typical Staff Development Day

- Held on President’s Day
- 8 hour day (8am-4pm)
- Held in a PPLD facility
- Light breakfast, snacks, coffee, tea and lunch are provided
- Staff break into three large groups and rotate through the same presentations
- Staff do not select sessions they attend
YOUR MISSION:

CREATE A STAFF DEVELOPMENT DAY IN 3 MONTHS FOR OVER 400 PEOPLE.
WHAT

PPLDCon 2018

● Conference-style staff training day
  ○ Give all staff a chance to have a conference-like experience

● Staff-led and presented breakout sessions
  ○ More choice and control over what trainings to attend

● State of the Library address
  ○ Everyone gets the same information about district-wide matters

● Yappy Hour
  ○ Lightning round sessions, vendor tables, coloring, tai chi and bingo

● Leadership team panel, staff awards, prize raffle
WELCOME to PPLDCon 2018!

Schedule
8:30 a.m. Registration
9  Introduction and Welcome
9:15 State of the Library
10 BREAK
10:15 Keynote
11:15 BREAK
11:30 Breakout Session 1
12:15 p.m. Lunch
1:15 Breakout Session 2
2 Yappy Hour
3 Special World Premiere Movie
3:15 Leadership Panel Q&A
3:45 Annual Awards Ceremony
4:15 Wrap-up and Farewell!

Guest Speaker
Christine Kreger from the Colorado State Library presents "Confidence Counts: Increase Your Confidence Quotient"

Keynote Speaker
Kris Boesch
Kris Boesch of Choose People presents "Make Happy Work: How to Experience More Joy in Your Workplace"

OUTCOMES:
1) Staff identify more as a PPLD employee and acknowledge each other as colleagues in a larger organization. Regardless of location, they recognize each other as partners in serving.
2) Staff learn more about the variety of services available and who to seek for information and collaboration. They are not expected to become experts, their expertise will show in knowledge of their organization.
3) Staff are excited to see what’s next for PPLD and feel supported professionally and personally.

TAKEAWAYS:
Now I know more about...
I would like to know more about...
I enjoyed learning about...
I will continue learning about...
I’m happy I learned about...
What interested me most was...
It was helpful to learn about...
I will implement what I learned about...

Notes:
Adapted from membership.ala.org.au/pdlinfo/ala-pd-scheme
On the Main Level you will find...
- Refreshments
- Wesley Owens
- Lunch
- Qi Gong
- Restrooms
- Story Room
- Lower Gallery
- Alcove
- Puzzles & Coloring
- Games

On the Upper Level you will find...
- The Venue
- Training Room
- Business Services
- Vendor Tables
- Make & Make II
- Restrooms
- CreateSpace
- Petritz Lab
- Studio
- Puzzles & Coloring
Hello, my name is Melissa Mitchell

My Schedule:

Breakout Session 1: Confidence Counts
Location: The Venue

Breakout Session 2: Information as Power
Location: Lower Gallery

Bingo

<table>
<thead>
<tr>
<th>Vendor Table</th>
<th>Studio</th>
<th>Bookmobile</th>
<th>Vendor Table</th>
<th>Chicken Dance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wesley Owens</td>
<td>Meet a New Person</td>
<td>Vendor Table</td>
<td>Lightning Round</td>
<td>Vendor Table</td>
</tr>
<tr>
<td>Vendor Table</td>
<td>Vendor Table</td>
<td>Learn Something New</td>
<td>Senior Van</td>
<td>Vendor Table</td>
</tr>
<tr>
<td>Leave Feedback</td>
<td>Vendor Table</td>
<td>Makerspace</td>
<td>Vendor Table</td>
<td>Sit by Someone You Don't Know</td>
</tr>
<tr>
<td>Puzzles &amp; Coloring</td>
<td>Qi Gong</td>
<td>Vendor Table</td>
<td>Makerspace</td>
<td>Vendor Table</td>
</tr>
</tbody>
</table>

PPLDCon 2018

Welcome to Yappy Hour!

It's your time to learn about teams, projects, programs, and to meet your fellow colleagues. Mark your card for each Yappy Hour activity. Get a Bingo horizontally, vertically, or diagonally. Turn your card in at the registration table for one raffle ticket. Fill every space and get two raffle tickets! Prizes will be given away at the end of the day.

Lightning Round Order:
- Rockstar 101: How to Achieve Fame & Fortune at the Sand Creek Studio
- Patron-side Automation
- Using LibGuides: Serving Our Community Online
- Inclusive Internship Initiative: Youth and Connected Learning
- Customer Service Video
- Top Five Legal Resources
- Safe Space to Safe Place
- Science Stop! How to make patrons stop for science!

Tell us your favorite part of PPLDCon:
HOW
1: FORM YOUR TEAM

- Small can be mighty--find people with different skill sets.
  - Department of Energy
  - Department of Safety and Design
  - Department of Logistics-AKA Dr. Excel
- Assign roles to each member
Outcomes

1) Staff identify more as a PPLD employee and acknowledge each other as colleagues in a larger organization. Regardless of location, they recognize each other as partners in serving.

2) Staff learn more about the variety of services available and who to seek for information and collaboration. They are not expected to become experts, their expertise will show in knowledge of their organization.

3) Staff are excited to see what’s next for PPLD and feel supported professionally and personally.
3: COMMUNICATION

- Call for proposals
- Emails
- Management buy-in
- Existing staff meetings
- Existing internal teams
- Libguide
- Surveys
- Slim Jim Phenomenon
WHY
WHY NOT?

- Showcase & Utilize Staff Talents
- Give staff who may not have experienced a conference the experience.
- Outcomes
  - Staff identify more as a PPLD employee and acknowledge each other as colleagues in a larger organization. Regardless of location, they recognize each other as partners in serving.
  - Staff learn more about the variety of services available and who to seek for information and collaboration. They are not expected to become experts, their expertise will show in knowledge of their organization.
  - Staff are excited to see what’s next for PPLD and feel supported professionally and personally.
WHAT WE LEARNED
LESSONS LEARNED

● Start early communications with support departments...i.e. Facilities, IT
● Ask for help and seek staff input
● Use simple registration tools
● Pass the buck
● Expect the unexpected
● Everyone wants to Build-A-Bear
● You can’t please everyone
<table>
<thead>
<tr>
<th>Event</th>
<th>This was excellent – don’t change a thing</th>
<th>I liked this</th>
<th>Good concept – Needs Improvement</th>
<th>Don’t do this again</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of the Library</td>
<td>36</td>
<td>71</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>Keynote Kris Boesch</td>
<td>32</td>
<td>69</td>
<td>17</td>
<td>19</td>
</tr>
<tr>
<td>Breakout Sessions</td>
<td>30</td>
<td>65</td>
<td>39</td>
<td>2</td>
</tr>
<tr>
<td>Yappy Hour</td>
<td>19</td>
<td>47</td>
<td>48</td>
<td>20</td>
</tr>
<tr>
<td>Bed Bug Training Video</td>
<td>42</td>
<td>69</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>Leadership Team Panel</td>
<td>24</td>
<td>48</td>
<td>51</td>
<td>9</td>
</tr>
<tr>
<td>Annual Awards Ceremony</td>
<td>20</td>
<td>57</td>
<td>47</td>
<td>9</td>
</tr>
<tr>
<td>Lunch and Snacks</td>
<td>15</td>
<td>73</td>
<td>43</td>
<td>4</td>
</tr>
<tr>
<td>DJ/EMcee</td>
<td>32</td>
<td>45</td>
<td>29</td>
<td>26</td>
</tr>
<tr>
<td>Wesley Owens Coffee Shop</td>
<td>32</td>
<td>72</td>
<td>11</td>
<td>7</td>
</tr>
<tr>
<td>Lightning Rounds</td>
<td>14</td>
<td>44</td>
<td>36</td>
<td>17</td>
</tr>
<tr>
<td>Vendor Tables</td>
<td>21</td>
<td>59</td>
<td>30</td>
<td>14</td>
</tr>
<tr>
<td>Bingo Game</td>
<td>11</td>
<td>69</td>
<td>17</td>
<td>26</td>
</tr>
<tr>
<td>Overall experience at PPLDCon 2018</td>
<td>17</td>
<td>80</td>
<td>31</td>
<td>8</td>
</tr>
</tbody>
</table>
SO CAN YOU
PLAN YOUR STAFF DAY

- Form small groups
- Randomly pick a User Profile
- Plan your staff day for the selected profile using the brainstorming map provided and your collective group knowledge
- Try to maintain:
  - Realistic budget
  - Realistic timeframe
# Messymapping Your Staff Development Day

Choose a User Profile and use the map to plan your staff development day!

## Outcomes:
Staff learn more about the variety of services available and who to seek for information and collaboration. They are not expected to become experts, their expertise will show in knowledge of their organization.

## Skills represented on team:
- Energy!
- Safety!
- Excel Brain!

## What you'd do:
- Give the power to the people!
- Have more selections of presentations to attend—not just 3 big presentations
- Have more user-generated content and presentations so staff who are experts in their areas can share their knowledge
- Have outside speakers present on relevant topics like change management and having confidence at work
- Give staff the opportunity to meet members of the leadership team
- Give staff the opportunity to showcase their teams and special projects

## How you'd generate excitement:
- Let staff participate in decision making by using surveys to ask what they want
- Send weekly email updates
- Have a small raffle at the end of the day
- Have volunteer opportunities for staff who want to help leading up to the event or the day of

## Why you did what you did:
We wanted to create a conference where staff could share their skills while others learn more about PPLD. We aimed to create an environment where all staff felt included in what was going on and felt like a part of the PPLD team.

---

**Title and Tagline:**
PPLDCon 2018
“Communication, Inspiration, Collaboration”
GROUP SHARE
RESOURCES

Canva

Colorado State Library

Unstuck

Webjunction
QUESTIONS?
Tiff Paisley
Cheyenne Mountain Library Branch Manager
tpaisley@ppld.org
(719)531-6333 ext. 6023

Heidi Buljung
Senior Librarian--Adult Services
hbuljung@ppld.org
(719)531-6333 ext. 2314