

Staff Day Success

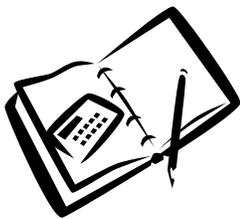
Tips for Planning, Delivering, and Evaluating All-Staff Events

An Infopeople webinar, December 3, 2009

Mary Ross
mross@infopeople.org

1. Planning Process

- Determine goals and outcomes with library leadership...and stay aligned with them!
- Budget and venue are the other major drivers of the program.
- Your library closure date will depend on the venue used but should take into account public service impacts, deliveries and book drops, etc. Impacts of closure should be thoroughly vetted.
- Involve staff at all levels and in all parts of the library in the planning process.
- Work shift changes, paid time for part time or intermittent employees, vacations, etc.—all should be thoroughly reviewed with HR.
- My recommendation—think of Staff Day as a continuing education day (like a conference), not as a training day.



In your planning process, remember to:

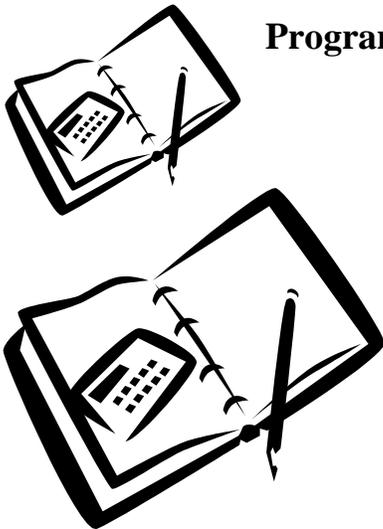
2. Branding and Communication

- Develop the theme based on goals and outcomes.
- Use theme and logo for consistent branding. Have a design-a-logo contest.
- Use multiple channels of communication—intranet, e-mail, messages from library director, bulletin boards, staff meetings, etc.

- Get a ‘word-of-mouth buzz’ going by communicating interesting information about guest speakers and the programs.
- Prepare staff, provide FAQs, anticipate and answer their questions.
- Encourage follow-up learning and actions as a result of Staff Day.
- Be specific about the location information and all means of transportation.

3. Program Ideas and Resources

- Do a call to your staff for topics of interest, specific program proposals and presenters.
- Use Staff Day as a “lab” for staff presentation skills.
- Showcase staff and their talents through photographs, art displays, talent shows, contests, “transform your truck,” etc.
- Look for presenters and resources in your community, especially through EAP, city or county government, local authors, etc.

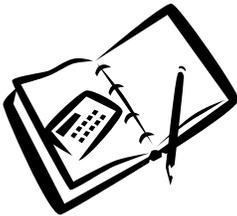


Program ideas shared during the webinar are:

4. “Day of” Considerations

- Make it fun! Use door prizes, ice-breakers, recognition awards. Encourage socializing.
- End on a high note.
- Make checklists for:
 - The logistics of on-site registration

- A-V and other presentation equipment and supplies. Plan for backup technology.
 - Food and beverages
- List and exchange cell phone numbers for Staff Day committee members, A-V experts, etc.
- Publish a single emergency phone number and have a master schedule to assist in locating an employee in the event of a family emergency.
- Committee members arrive early, wear comfortable shoes, and stay late.
- Make way-finding easy and seamless. Clearly identify all planning committee members.
- Plan for how you will greet and introduce your VIP guests.
- Recognize and thank the committee and others responsible for the success of the day.
- Maintain control of time but allow time for moving from one location to another between events, bathroom breaks, etc.

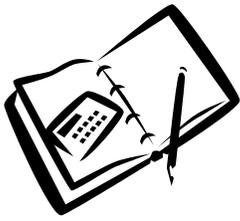


On the day of the event, remember to:

5. Leaving a legacy

- Take photographs, record programs, share handouts.
- Evaluations can be simple paper forms or online (SurveyMonkey or Zoomerang). Include ratings and open-ended questions.
- De-brief with committee about two to three weeks after the event.
- Write a final report and budget summary, make recommendations for the future.
- Calculate the cost per person and potential ROI.

To leave a legacy for future Staff Day planners, remember to:



More Resources on Staff Day

Online publication by ALA's Learn Round Table in process

Panel presentation at 2010 PLA Conference in Portland, "Staff Day Success: Creating an Event Valued by All Employees"

"Jacksonville Public Library (FL) Staff Development Day: Lessons Learned," a handout created by training coordinator Richard Mott, for the 2009 CLENERT Training Showcase, is available on the Infopeople webinar description page.

[Public Library Staff Days: Tips and Tricks](#), published in PDF format by Lyrasis, is available at tinyurl.com/yz4tqlp and on the Infopeople webinar description page.