Onboarding and Ongoing Training

Employee Manual

Created an Employee Manual – print and/or online

Included all the information an employee would need along with:

- Job Description
- Updated Contact Information
- Organizational Chart
- Emergency Procedures
- KOHA Information/Training

Training Checklist

Created a New Employee Checklist

- Recommended timelines for completion of tasks on the checklist
- Universal Class Course recommendations for training of individual staff positions
- SOP—Circulation

Resource Recommendations

Koha Training/Practice Environment

- What is the cost?
- Bywater or IT

Learning management system to contain library training curriculum and manual

- Dependent on city training system

Standing Team Recommendations

We Recommend Creating a Team to:

- Maintain new employee training information (Checklist and the Employee Manual)
- We are currently waiting for the city to install a learning management system to contain our staff curriculum.

Universal Class is still an option for immediate use as well as future training requirements based on current staff positions. Included topics are: Interview Skills 101, Delegation Skills, Team Management, and Career Coaching.