

EXPLOITING OUR RESOURCES.							
REFRESHER 2018-20							
Tasks	Skills Needed	Band level	Training Needed	Trainer	Outcomes	Time Scale	Notes
What is Social Media?	Be able to understand what social media is and how it can enhance our library service.	All	Refresher at staff meeting Self-learning.	AF	Will have Confidence of use.	As Required	
			http://bit.ly/ncqCIP				
E- Books	Know the various sources that the Library uses for the E-Book Collections and be able to show users how to access each of the collections.	All	15 minutes refresher at a staff meeting.	HO	Will have confidence of use	By April 2019	

			https://library.tavistockandportman.ac.uk/e-books/				
			https://moodle.tavistockandportman.ac.uk/mod/page/view.php?id=23452				
Shibboleth	Be able to explain the setting up and use of shibboleth to users	All	15 Minutes at a staff meeting. Refresher	HO	Will be Confident of use	By March 2019	
Twitter	Be able to select items to tweet selectively from BBC Mental Health News and other alerts that staff have set up.	Band 5+	20 minutes at a staff meeting. Refresher	AF, AG		By March 2019	

Pinterest - Current awareness Alerts	Create a Pinterest Board of your choosing.	ALL	15 minutes session at a staff meeting refresher	AD/LD	Band 4+ to create a board that could be used by the library. Demonstrate at a staff meeting	By March 2019	
Databases	Know about the databases we subscribe to, who hosts them and their content. Including Discovery	All	15 minutes session at a staff meeting Refresher	AG			

	How to do a more advanced search using the Thesaurus	All	30 minutes Staff meeting. Refresher.	AG	Will be Confidential of use	By Feb 2019	
	Making use of folders and RSS feeds.	All	30 minutes Staff meeting. Refresher	AG	Will be Confidential of use	By March 2019	
Endnote	Help users create and update their Endnote account. Using Endnote	All	15 minutes Staff meeting. Refresher.	AG, HO	Will be Confidential of use	By March 2019	
Website	Know what is on the Library website and how to find information.	All	Self learn. Refresher of website changes	AF	Will be Confidential of use	March 2019	

Reading lists	Able to show Users how to download and link to their readings.	All	Self learn by doing the Tutorial that Aurelie has set up. Keylinks Tutorial to be developed	HO/AG	Will be Confident of use	Everyone has to do the Tutorial by end of January 2019 Let AG know when you have completed it.	
E-Prints Online	Be able to search and show users how to use Staff Publications Online and any new developments	All	Refresher at staff meeting	LD/AD	Will be Confident of use	March 2019	
Copyright Awareness	Knowledge of the Trust's copyright licences - HE and NHS	All	Self learning. Website and MOODLE. Refresher at staff meeting	LZ	Will be Confident of use	By March 2019	
			http://library.tavistockandportman.ac.uk/copyright/				

			http://library.tavistockandportman.ac.uk/copyright-and-moodle-guide-for-tutors/				
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Training Presentations and Office	Intermediate Office Skills	Band4+	Trust face to face courses and Online.	N/A	Will be Confident of use		
	PowerPoint Advanced	Band 4+	Trust face to face courses and Online. Demo presentation at staff meeting	N.A	Will be Confident of use	Create a 4 slide presentation of your choice by the end of March 2019	