Labor & Literacy Library Workshop Descriptions

Why be a Labor & Literacy Library?
Are you wondering what a Labor & Literacy Library is? Have you heard about the program and are looking to get involved? Attend this session to learn what a Labor & Literacy Library does, how they do it, and how you can become involved.

How to be a Labor & Literacy Library
In this informational meeting you will learn
- More about what Labor & Literacy Libraries can do
- How to determine what will work for your library
- How to access Labor & Literacy Library resources
- Where to find a calendar of workshops

Marketing/Advertising
Whether you already offer Labor & Literacy services or you’re just getting started, who couldn’t use some ideas on how to advertise? This session will include tips on where and how to market services and get the word out about what is going on in your library. You will also get access to flyers, images, etc. that you can edit to make your own.

Record Keeping
There is a lot of information you can track related to providing Labor & Literacy Library services
- Workshops held in the library
- One-on-one digital literacy or job seeking help provided to patrons
- Hours of labor & literacy services provided at your library
- # of patrons using services
In this session you will learn
- The types of data you should keep
- Ways to track data
- Basics of privacy
- What you can use the data for

Running a workshop
Suggested Prerequisite – Marketing/Advertising workshop
Facilitating a successful workshop is more than just knowing the topic or lesson you will be talking about. Learn how to effectively share information in a workshop by including:
- Structure
- Timelines
- Clear goals
- Interactivity
Tutor Skills

Note: This workshop covers tutor skills vs. instructor skills. Tutors work with one student or a small group of students over a period of time.

Attend this workshop whether you want to start looking for volunteer tutors to support different types of learning in the library or you want to brush up on tutoring skills yourself. During this workshop, we will cover the types of skills that make a good tutor.

Creating Lesson Plans

Suggested Prerequisite – Running a Workshop

A lesson plan is your guide for what attendees need to learn, how you will teach it, and how learning will be measured.

During this workshop you will:
- Receive a standard lesson plan template
- Learn what questions to ask while completing a lesson plan
- Talk about ways to measure learning

Getting Started with Northstar

To get the most out of this workshop, it is suggested that you have or are considering getting a Northstar license for your library.

This workshop focuses on understanding what the Northstar software is and how you will use it in your library. The session will be focused on the basic navigation of Northstar and how to access the tools needed to start (or better understand) using Northstar in your library.

Cycle of Instruction

Whether you are planning to create your own lessons and workshops or to utilize the ones provided through the Labor & Literacy Library program, this workshop will help you understand more about how instruction and learning work. At the end of the session, you will understand how to get from providing context and introducing a concept to assessing learning and all of the steps in between.

Supporting Learners Using Northstar Online Learning (NSOL)

Suggested Prerequisite – Getting Started with Northstar workshop

After attending the Getting Started with Northstar workshop, you will be ready to invite learners to begin using Northstar Online Learning (NSOL).

In this workshop, you will learn how to:
- Create Learners
- Get Learners logged in
- Change the content from English to Spanish
- Use unproctored assessments
- Start using the learning modules
Resume & Cover Letter – Workshop in a Box
A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB package along with lesson plans and other materials needed by staff and all materials needed for workshop attendees.
This workshop is facilitated as if you, the attendee, came to learn more about workshops and cover letters.
Attendees will learn:
- The elements of a good resume
- Different styles of resumes
- How to create and format a resume
- How and why to save a resume as a PDF
- Different ways of storing and transferring resumes

Mock Interviews - Workshop in a Box
A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB package along with lesson plans and other materials needed by staff and all materials needed for workshop attendees.
This workshop is facilitated as if you, the attendee, came to learn more about interview skills.
Attendees will:
- Learn about interview styles and techniques and how to be comfortable in different settings
- Understand how and what to research before an interview
- Practice answering different interview questions
- Learn what to wear and bring to an interview
- How to avoid common interview mistakes

Searching the Internet - Workshop in a Box
A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB package along with lesson plans and other materials needed by staff and all materials needed for workshop attendees.
This workshop is facilitated as if you, the attendee, came to learn how to search the internet.
This lesson covers:
- Search engines and browsers
- Searching and refining search results
- Differentiating between web sites and web advertisements

Troubleshooting for Beginners - Workshop in a Box
A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB package along with lesson plans and other materials needed by staff and all materials needed for workshop attendees.
This workshop is facilitated as if you, the attendee, came to learn more about basic computer troubleshooting.
Learn what questions to ask, how to determine if it is a hardware or software problem, and what you should be doing to ensure that your troubleshooting won’t lead to bigger problems.
Learning LinkedIn - Workshop in a Box
A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB package along with lesson plans and other materials needed by staff and all materials needed for workshop attendees.
This workshop is facilitated as if you, the attendee, came to learn how to use LinkedIn.
This session covers:
- What is a professional social network
- Creating a LinkedIn profile
- LinkedIn terminology
- Making connections
- Using LinkedIn to find employment opportunities

Basic Presentation Skills
Suggested Prerequisite – Running a Workshop
This workshop focuses on skills that you, as the presenter, can use to enrich any presentation. We will focus on how non-verbal as well as verbal behaviors affect an audience. We will also discuss owning the environment and what skills you can learn from a good weatherperson.

Administering NS Assessments
Suggested Prerequisite – Supporting Learners using Northstar Online Learning workshop.
Workshop attendees will learn:
- The difference between proctored and unproctored assessments
- Methods for proctoring assessments
- How to view assessment results
- How to print certificates for learners who achieved a passing score

Using NS Curriculum
Suggested Prerequisite – Getting Started with Northstar workshop.
During this workshop, you will learn how to use the Northstar Curriculum to facilitate live classes. The session covers the following topics:
- What is Northstar curriculum and where can I find it
- How do I use Northstar curriculum to prepare for and run a class
- What role do assessments and Northstar Online Learning (NSOL) play in live classes

Working with Gov’t Funders
In this workshop, you will learn from a grant writer how and where to look for funding and grant opportunities.
Internet Safety - Workshop in a Box
A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB package along with lesson plans and other materials needed by staff and all materials needed for workshop attendees.

This workshop is facilitated as if you, the attendee, came to learn how to use the internet safely.
This session covers:
- Strong Passwords
- Sharing personal information on the internet
- What is a secure website
- Malware, phishing, and social engineering

Using Google Workspace Basics - Workshop in a Box
A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB package along with lesson plans and other materials needed by staff and all materials needed for workshop attendees.

This workshop is facilitated as if you, the attendee, came to learn how to use Google Workspace.
This session covers:
- What is Google Workspace
- How to use Google Drive
- Using Google Docs

Test Taking Skills - Workshop in a Box
A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB package along with lesson plans and other materials needed by staff and all materials needed for workshop attendees.

This workshop is facilitated as if you, the attendee, came to learn test taking skills.
In this workshop, students will learn strategies for taking standardized tests, including question-parsing tips, answer satisficing, problem solving, time management and managing anxiety.