Labor & Literacy Library Program  
Workshop Descriptions

Administrative Tools
These workshops are designed to support libraries as they expand services

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

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.
Foundations Training
These workshops are workshops created to help library staff learn more about providing effective, organized, engaging Labor & Literacy Programming

Running a Successful 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
- Non-verbal as well as verbal behaviors affect an audience

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

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.
Northstar

Northstar workshops will help libraries learn to use Northstar Digital Literacy program in their library

Getting Started with Northstar

Northstar needs 1 computer/patron, 1 staff person to help patron get started

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.

Supporting Learners Using Northstar Online Learning (NSOL)

Northstar needs 1 computer/patron, 1 staff person to help patron get started

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

Administering NS Assessments

Northstar needs 1 computer/patron, 1 staff person to start assessment, staff must be able to see test-taker while they work

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

Northstar curriculum is used in a class-like setting, needs 1 computer/patron, 1 facilitator

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
Workshops in a Box (WiaB)

WiaB are packaged programs that a facilitator will review and then present on their own

Resume & Cover Letter – Workshop in a Box
Needs 1 computer/patron, 1 facilitator

A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB along with lesson plans and other materials needed by staff and 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
Needs a facilitator

A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB along with lesson plans and other materials needed by staff and 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
Needs 1 computer/patron, 1 facilitator

A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB along with lesson plans and other materials needed by staff and 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 and Internet Safety - Workshop in a Box
Needs 1 computer/patron, 1 facilitator

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

This workshop is facilitated as if you, the attendee, came to learn more about basic computer troubleshooting as well as how to use the internet safely.
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. In addition the session covers:

- Strong Passwords
- Sharing personal information on the internet
- What is a secure website
- Malware, phishing, and social engineering

Learning LinkedIn - Workshop in a Box

Needs 1 computer/patron, 1 facilitator

A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB along with lesson plans and other materials needed by staff and 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

Getting Started with Google and Gmail - Workshop in a Box

Needs 1 computer/patron, 1 facilitator

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

This workshop is facilitated as if you, the attendee, came to learn how to get an overview of Google applications and create and manage a Gmail account.

This session covers:

- Creating a Gmail account
- Managing a Gmail account
- Get an overview of the apps that Google offers

Test Taking Skills - Workshop in a Box

Needs 1 facilitator

A Workshop in a Box (WiaB) is a prepackaged workshop. This Zoom session will be recorded to be included in the WiaB along with lesson plans and other materials needed by staff and 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.