**Evergreen training ideas:**

Monday mornings in December: 1-2 hour training for all staff who are in the building. Saturday follow up with anyone who was not able to attend the Monday training (Val) and would like to come in after we close at 1 and meet with Marjorie and/or play with the computer to get familiar with it.

We will have informal times during the week for anyone to train with Jane, Lisa or Marjorie whoever and whenever they want. This will be dependent on our availability, and should not be seen as disrespect if one of us can’t at a particular time.

There are booklets provided by C/WMARS for training --- we will give one to each staff member to have to play with.

For part-timers and Carolyn: Evergreen is loaded on all the circulation computers, Jane’s, Marjorie’s, Lisa’s, Kate’s, Cynthia’s, Carol’s and holds and when these are not in use are free to be used to ‘play’ on.

First 3 weeks will be going thru the booklet entirely, the last week will be for re-hashing and remembering and catching up with quirks and questions that haven’t been caught earlier. WE ONLY HAVE 3 MONDAYS IN DECEMBER so break it down to three instead of four and then the first Monday we are ‘up’ go over questions etc.

Do we need to come up with cheat sheets for the new ways? And we do need to go over off-line circulation and all that does not go into that in the new system, maybe this should be the last day of training?

Should we be doing this at the circ desk and then break up and let people go to the various other computers? Is there some sort of training things that we could have on the L-drive? Or some other easily gotten to place on the computers?