

# Implementing a Successful Workshop Series from Scratch

**Melissa Mallon**  
Coordinator of Library Instruction  
Wichita State University Libraries

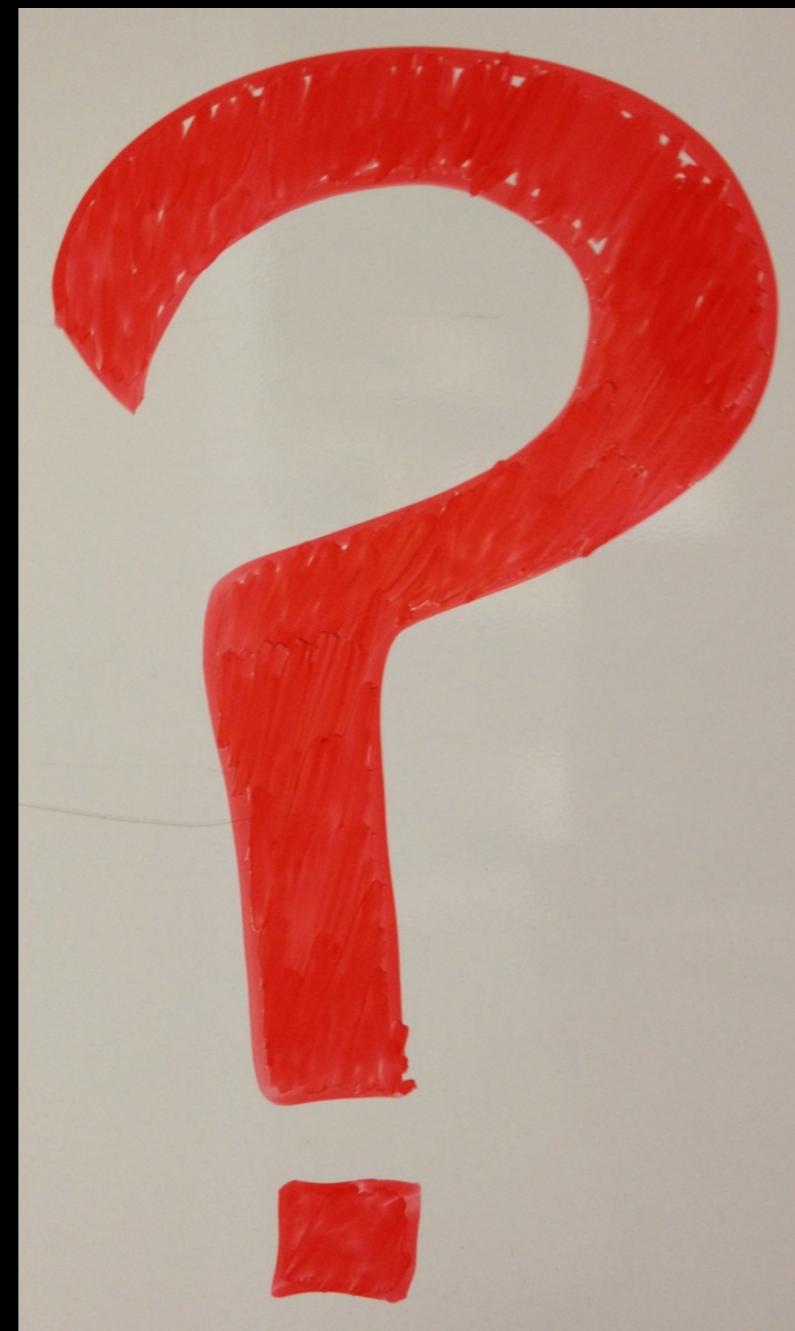
[melissa.mallon@wichita.edu](mailto:melissa.mallon@wichita.edu)  
[www.melissamallon.com](http://www.melissamallon.com)  
@librarianliss



Photo Credit: [ecstaticist](#) via [Compfight cc](#)

## \*learning outcomes

- [Participants will analyze potential workshop topics in order to determine the best approach for their library community.]
- [Participants will evaluate best practices for advertising in order to increase the number of workshop attendees.]
- [Participants will complete a workshop series template in order to formulate a strategy for workshops at their institution.]



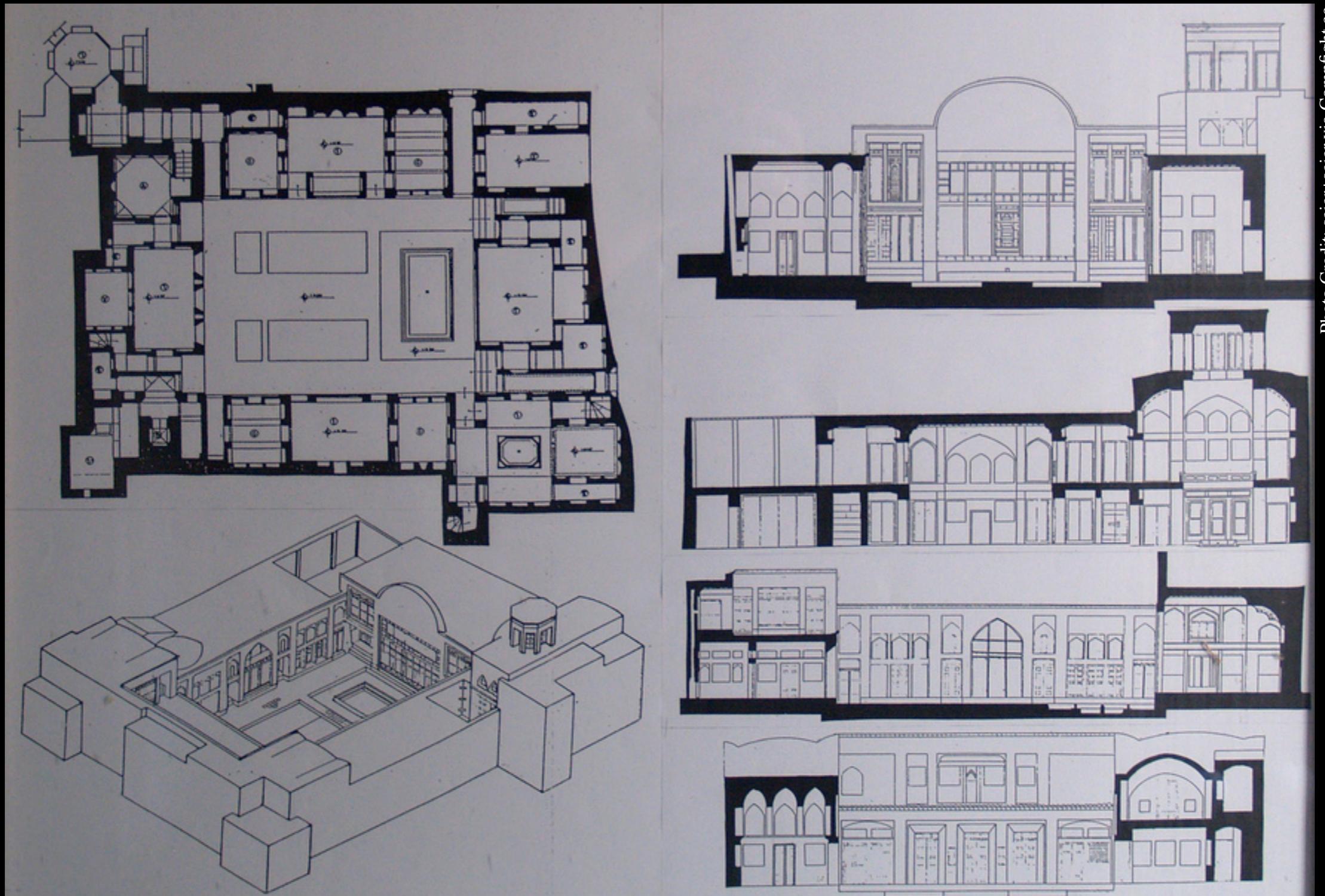
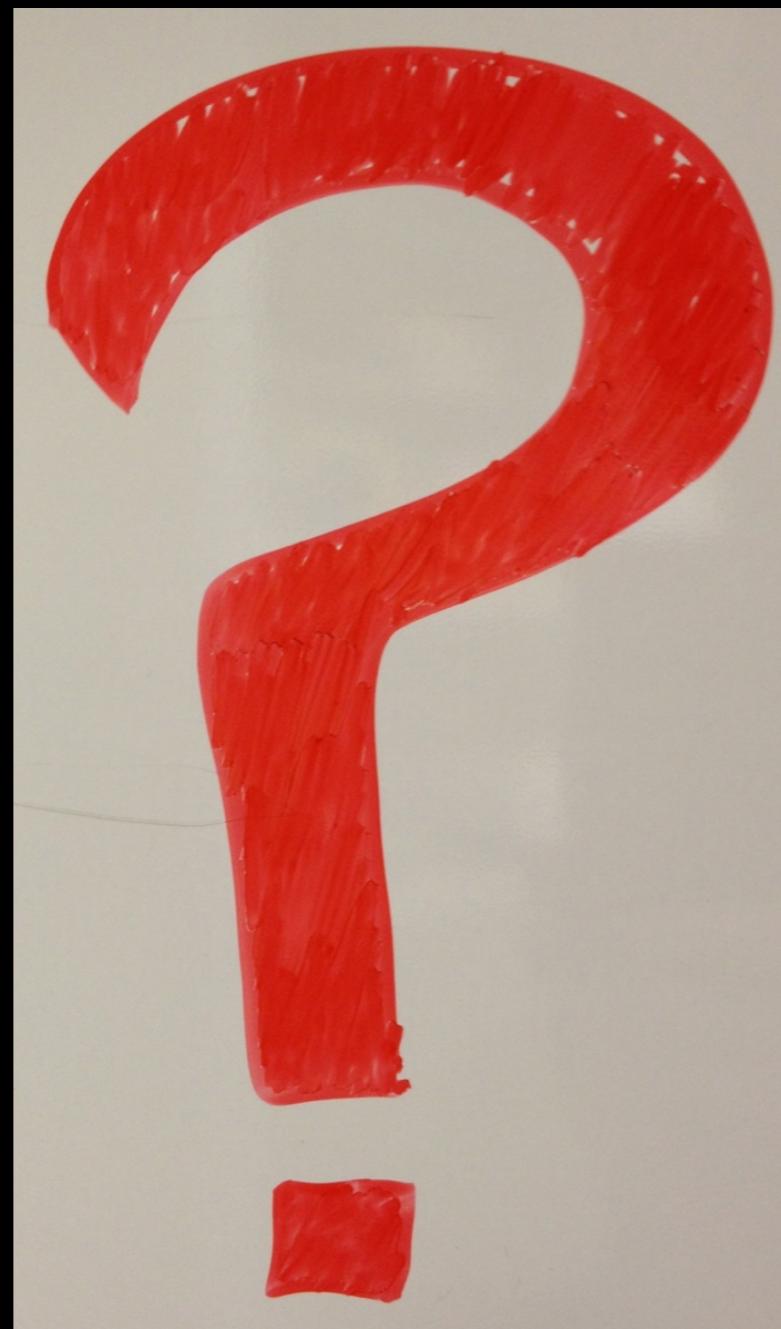


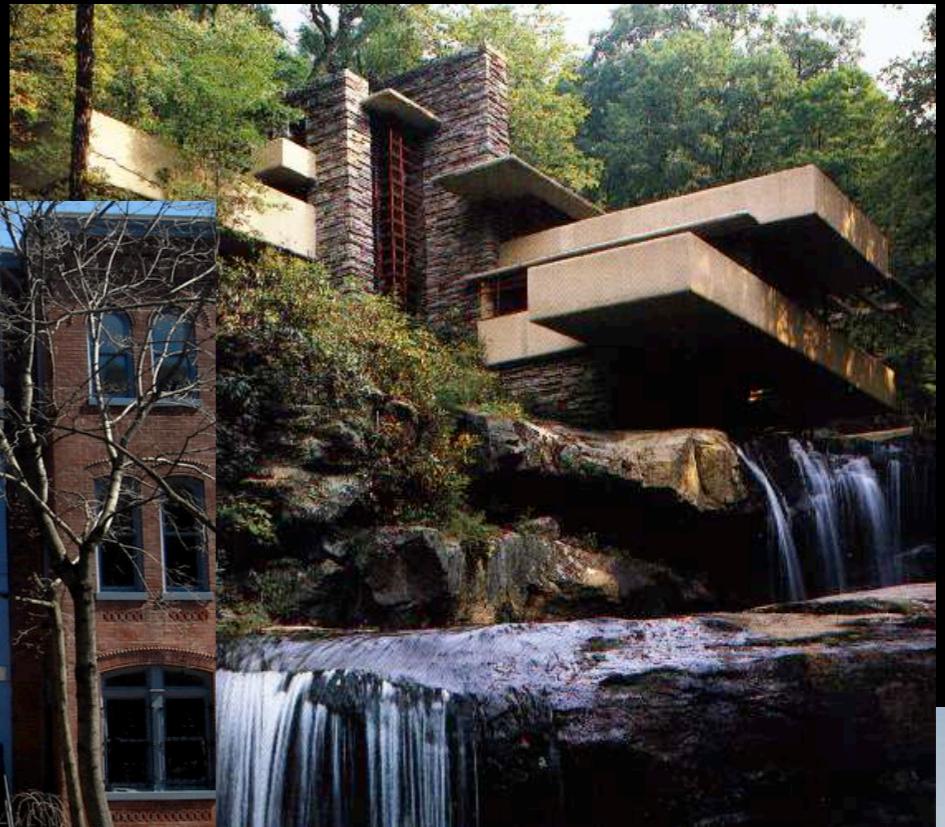
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# Workshop Series Template





# needs analysis\*



What's the end goal?

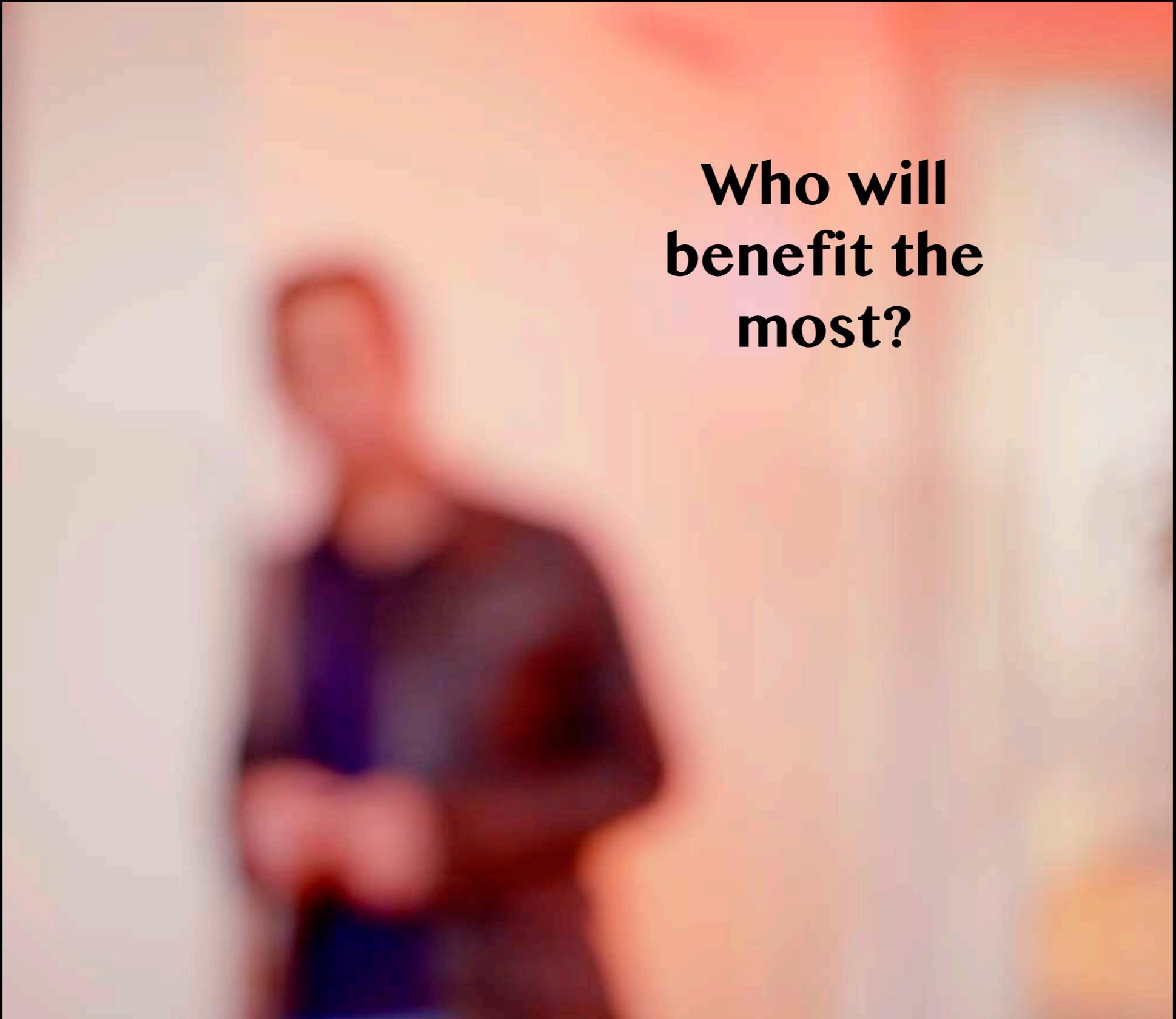
needs analysis\*

**How do you address the need?**



Photo Credit- the apostrophe via Compfight cc

target audience\*



**Who will  
benefit the  
most?**

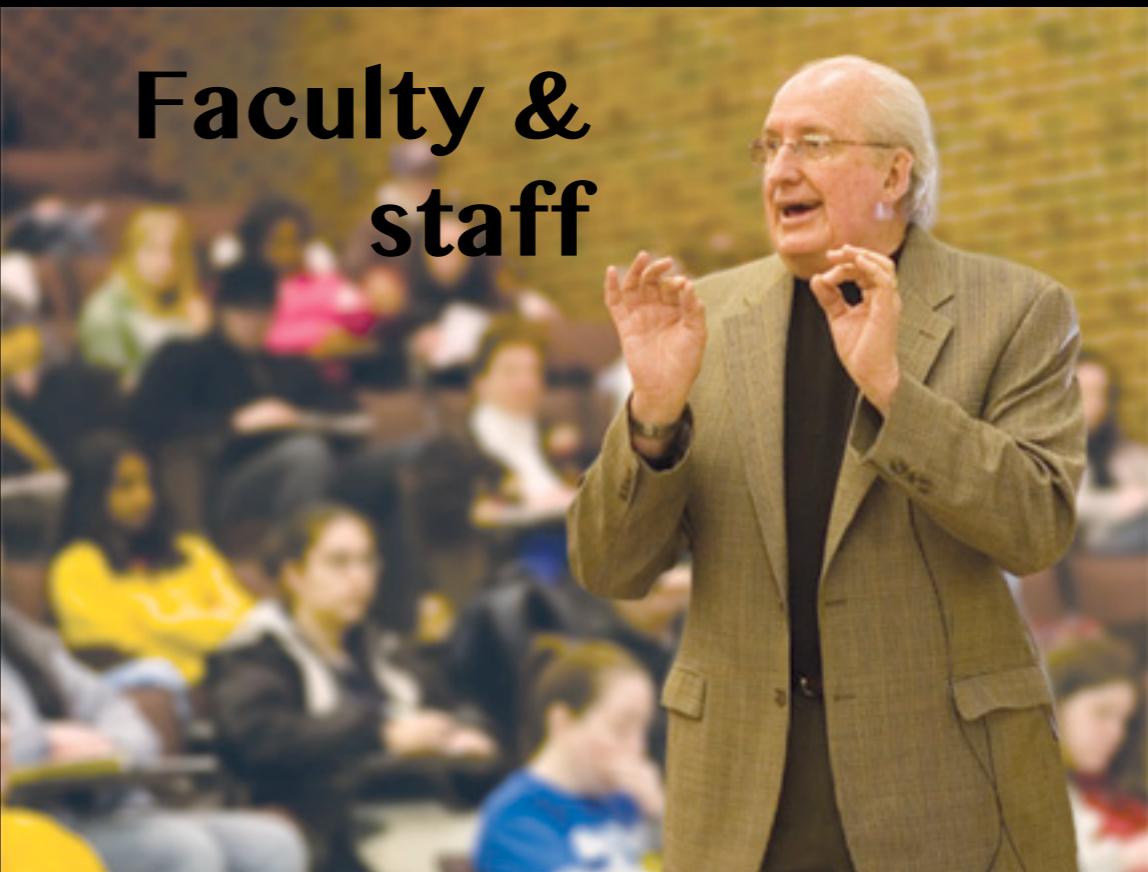
# target audience\*



**Students**

Photo Credit: woodleywonderworks via Compfight cc

# Faculty & staff



**Community Members**

Photo Credit: FonnaTasha via Compfight cc

# Library staff



buy-in\*

**Who do  
you have to  
convince?**



buy-in\*

**Communicate  
goals clearly.**



Photo Credit: [diagnosticetrenovation](#) via Compfight cc

buy-in\*



Recruit  
trainers.

Photo Credit- leezie5 via Compfight cc

# developing topics\*



Photo Credit- kevin dooley via Compfight cc

Tie to your theme.

Develop lesson plan.

Cultivate interest.

developing topics\*

## Develop Workshop Content

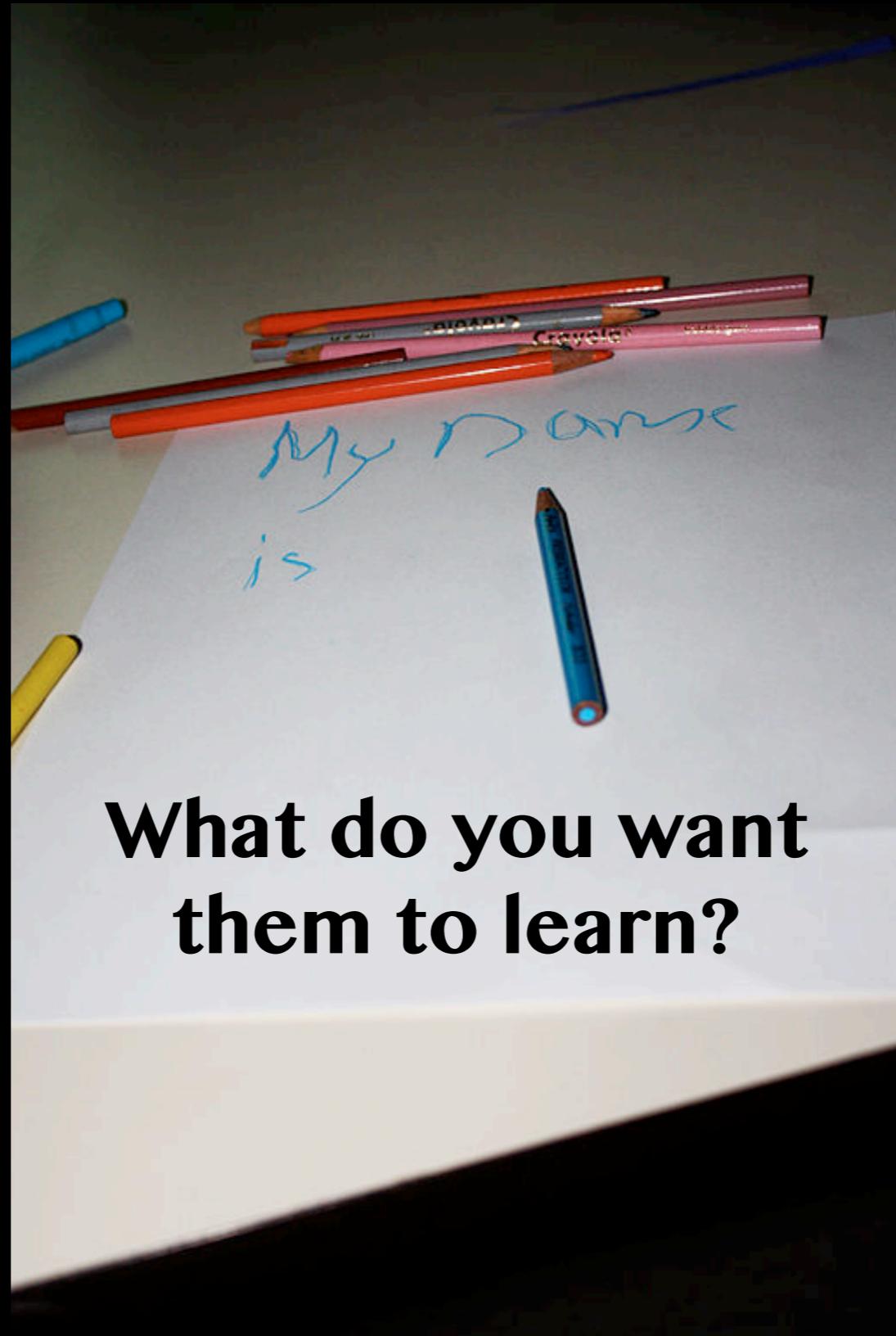
[Lectures]

[Activities]

[Assessment]



developing topics\*



**What do you want  
them to learn?**

# Outcomes

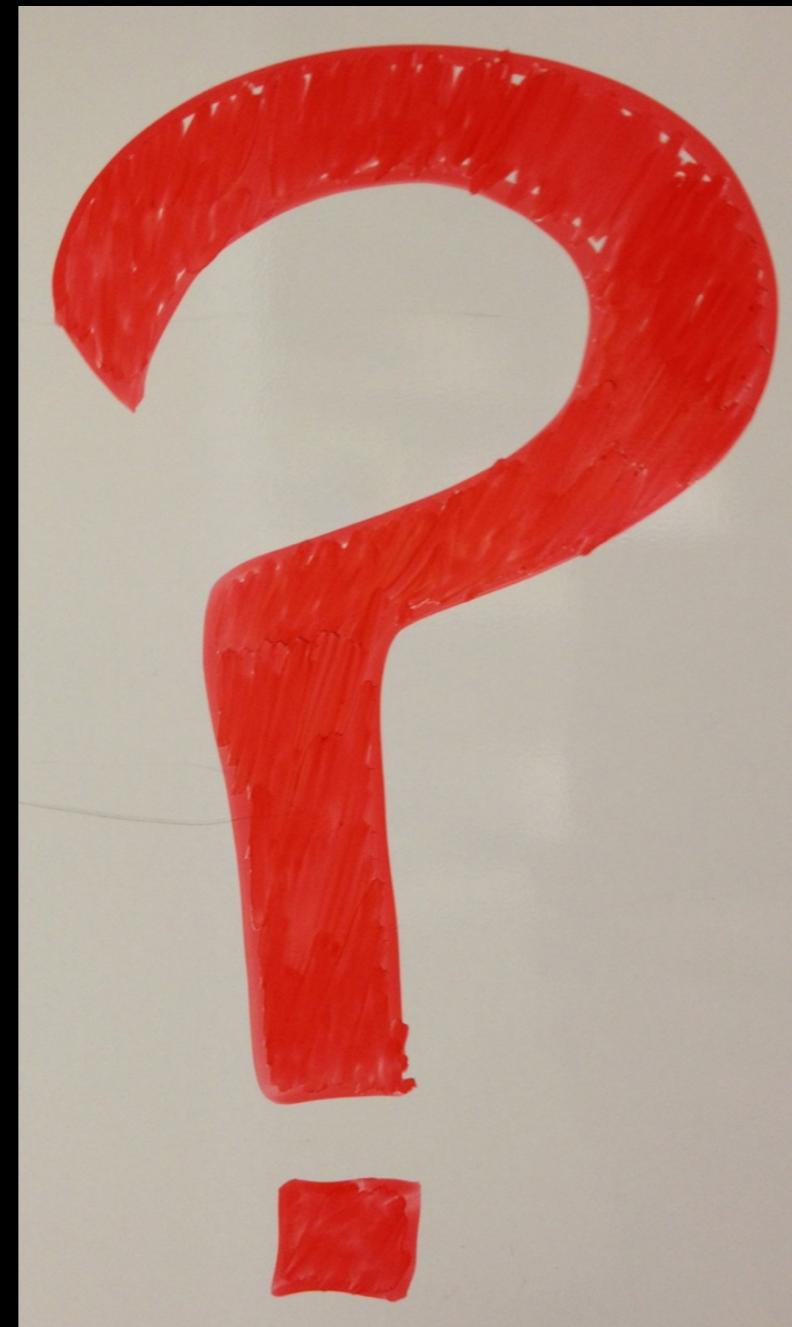
- At the end of this session, you will be able to do:
  1. Demonstrate an understanding of what constitutes plagiarism
  2. Recognize the need to restate textual concepts in your own words
  3. Recognize that several documentation styles exist and should be used to cite sources

developing topics\*

Workshop Branding



Photo Credit: zarriom101 via Compfight cc



# **Introduction to Excel**



**Excel 2007**

**Excelling at Spreadsheets**

**Excel for Beginners**

scheduling\*

Logistics



Photo Credit: Carl's Captures via Compfight cc

# scheduling\*



VS



Photo Credit: [Pitel](#) via [Compfight cc](#)

Photo Credit: [jcwpdx](#) via [Flickrstorm cc](#)

# scheduling\*



Will your workshops  
be held:

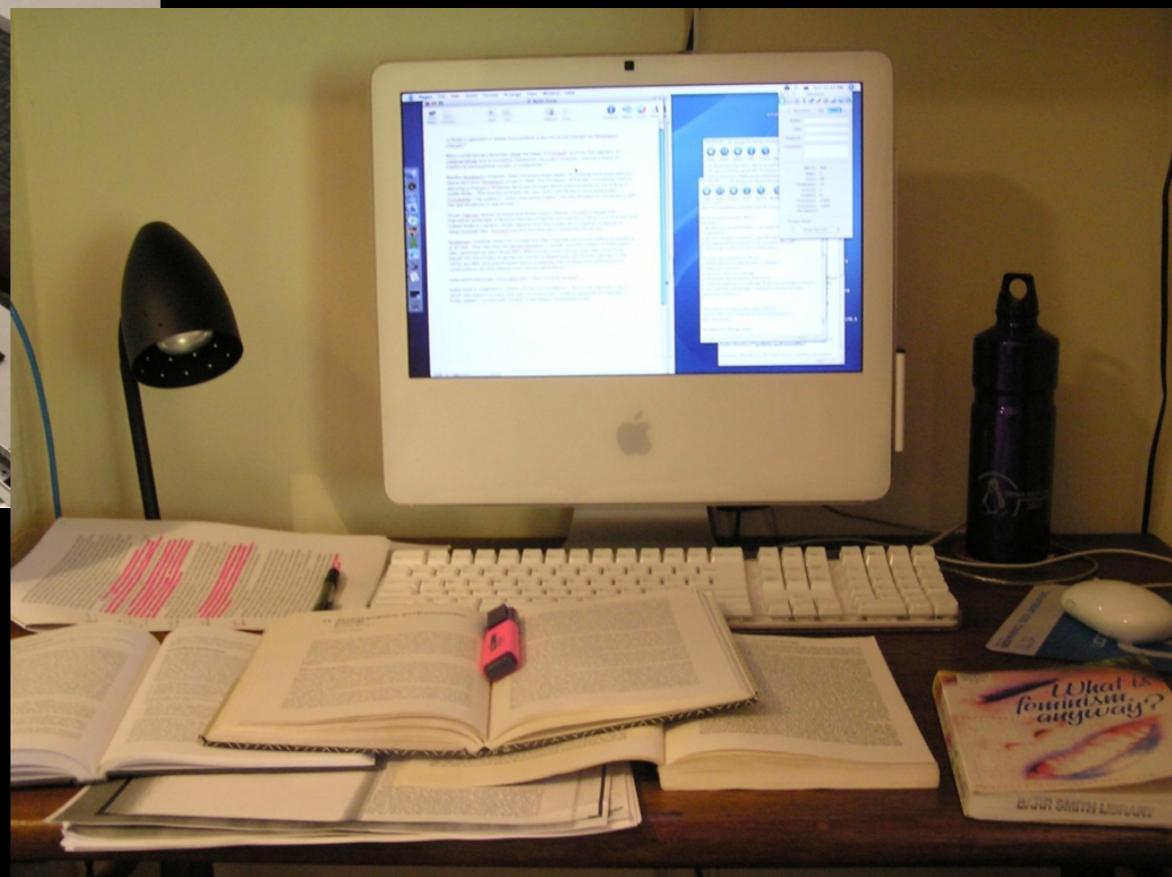
In the daytime?  
At night?  
On weekends?

Photo Credit- several\_bees via Compfight cc

# scheduling\*



Pick a location



(online workshops)

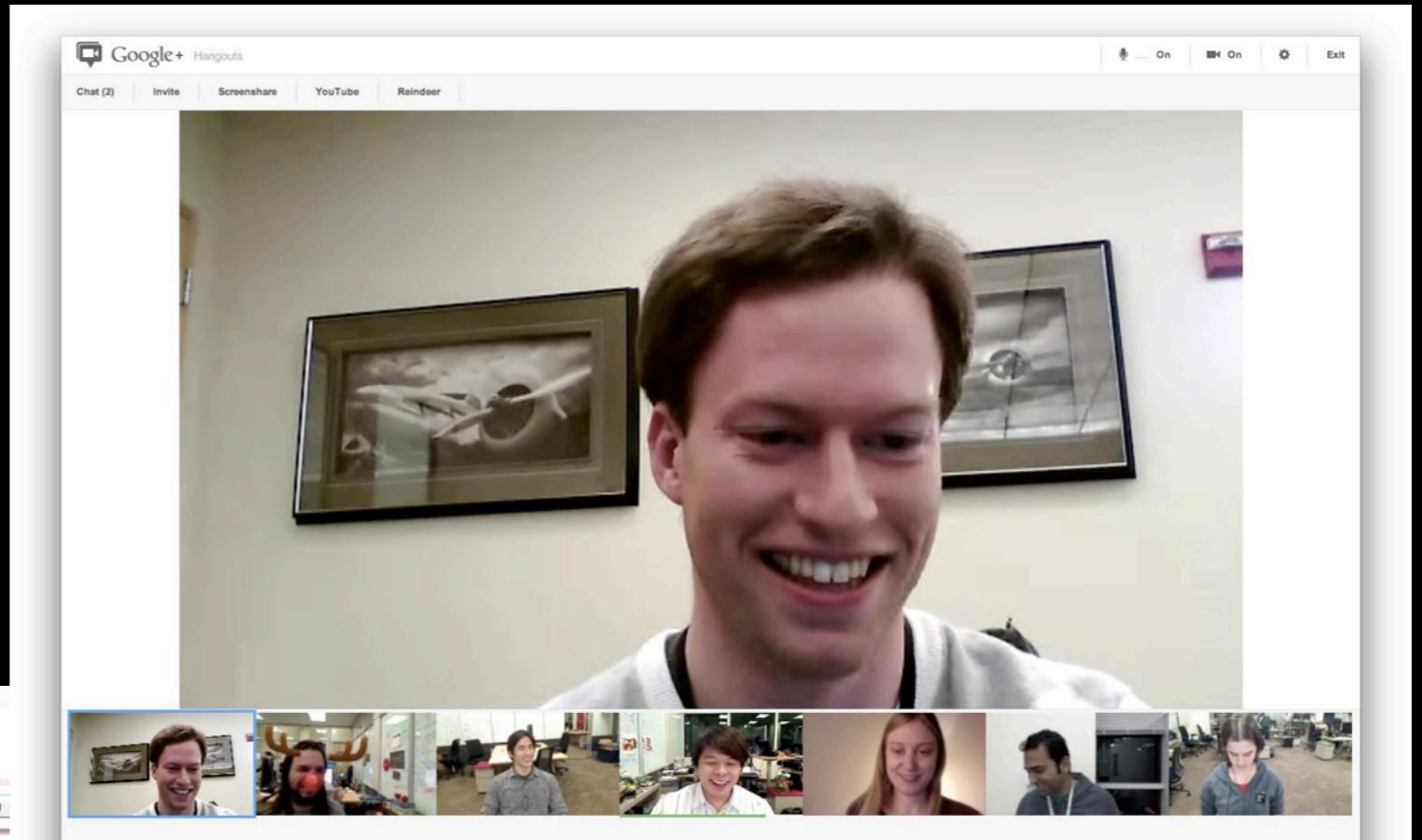


(online workshops)



# Software Considerations

A screenshot of the scribblar.com software interface. It features a pink header bar with the logo and a "Scrub" button. Below is a toolbar with icons for audio, video, file operations, and a scroll bar. A sidebar on the left contains sections for "Assets" (with an "Upload" button), "User List" (listing "Miss B" as Moderator), and "Chat". The main area is a whiteboard with a vertical toolbar on the right containing drawing tools like a pencil, eraser, and shapes.



advertising\*

Calendars

Press Releases

Newsletters

Social Media

Emails

Word of Mouth



Wichita State University Libraries presents . . .

## Digital Literacy Workshop Series

### Introduction to EndNote Citation Manager



Mon, January 28 | 2-3 pm

Wed, February 20 | 10-11 am

Thurs, March 7 | 4-5 pm

EndNote is a great tool for managing your citations. Find out how to set up an account, upload references, and generate a bibliography.

Ablah Library Rm 217

### Introduction to Prezi

Tues, March 12 | 3-4 pm



Learn the basics and best practices of Prezi, a cloud-based presentation software.

Ablah Library Rm 217

### Surviving Group Work: Online Collaboration Tools



Wed, March 13 | 4-5 pm

Tues, March 26 | 3-4 pm

Mon, April 1 | 2-3 pm

Group projects are a fact of life, but they don't have to be a disaster. Discover tips for organizing group projects, and find out about new social collaboration tools and online workspaces.

Ablah Library Learning Center

### eBooks: From Search to Download

Mon, February 11 | 10-11 am

Thurs, February 21 | 3-4 pm



Learn about the WSU Libraries' eBook collections, including how to search for eBooks, eBook formats, and downloading eBooks to different devices.

Ablah Library Rm 217

### Getting the Most out of Google Drive



Wed, February 6 | 3-4 pm

Tues, February 26 | 3-4 pm

Maximize your Google Drive account and learn how to get anytime, anywhere access to your documents.

Ablah Library Learning Center

### Managing Your Digital Identity



Thurs, March 28 | 12-1 pm

Mon, April 8 | 2-3 pm

Wed, April 17 | 3-4 pm

The way you present yourself online can make or break your chances for a job or internship. Find out strategies for creating consistency among your social profiles and developing a professional online presence.

Ablah Library Rm 217



Free & Open to the Public!

Questions? Contact [melissa.mallon@wichita.edu](mailto:melissa.mallon@wichita.edu) | 978.5077

<http://wichita.libcal.com/events>



# Open Sessions @@@ Owen Library

one hour workshops to help you become 'research ready'

### Living in the Digital Age

Almost everyone now has a "digital identity" and it's important to be aware of how you are portrayed online, especially when it comes to privacy and the ethical use of information. In this session, learn how to take control of your online presence and safeguard your future job opportunities.

W Oct 13 ... 6:00 pm

Th Oct 21 ... 4:00 pm

Tu Nov 09 ... 11:00 am

### Following the Citation Trail

Has your professor ever given you a list of titles and told you to locate them? Are you overwhelmed by the list of "further resources" in your textbook? Then this session's for you! Learn how to tell the difference between citations for books, journal articles, web sites, etc. and where to find them using library resources.

Tu Oct 19 ... 5:00 pm

Th Oct 28 ... 6:00 pm

Tu Nov 02 ... 4:00 pm

### Research Strategies for Engineering Majors

This session focuses on research tools for Engineering majors; resources covered include major databases (such as Inspec and Knovel) and where to find up-to-date standards and research materials. Developed specifically for Engineering majors at Pitt-Johnstown.



Seating for all sessions is **VERY limited**. Sign up @ the owen library circulation desk **TODAY**.

Tu Oct 12 ... 5:00 pm

W Oct 20 ... 4:00 pm

Th Nov 04 ... 3:00 pm



# Open @ ULS owen-library

one hour workshops to help you become 'research ready'

Citing Sources & Avoiding Plagiarism... 1/28-11am... 2/2-3pm... 2/10-3pm... 2/25-10am

Distinguishing Between Primary & Secondary Sources... 2/3-6pm... 2/9-5pm... 2/18-6pm... 2/25-4pm

Library Research Deconstructed... 1/26-4pm... 2/4-5pm... 2/17-6pm... 2/23-15pm

Wikipedia: What Else is There? 2/2-8pm... 2/11-5pm... 2/24-6pm

Research Strategies in Education... 1/27-6pm... 2/18-5pm...

seating for all sessions is VERY limited sign up @ owen library TODAY *for more info, contact mnmallon@pitt.edu*

## OWEN LIBRARY

### Distinguishing Between Primary & Secondary Sources

- \* Definition of primary & secondary materials
- \* Differences between types of sources
- \* Where and how to locate primary sources

Wednesday, February 11 @ 6:00 pm  
Thursday, February 19 @ 11:00 am  
Wednesday, February 25 @ 2:00 pm  
*Owen Library Rm. 209*

### Finding a Needle in a Haystack: Tips for Effective Internet Research

Tuesday, February 10 @ 2:00 pm  
Wednesday, February 18 @ 4:00 pm  
Thursday, February 26 @ 2:00 pm  
*Owen Library Rm. 209*

- \* Alternative Search Engines
- \* How to find & evaluate scholarly Web sites
- \* How to evaluate information found on the Web

Tuesday, March 17 @ 11:00 am  
Thursday, March 26 @ 4:00 pm  
Wednesday, April 1 @ 6:00 pm  
*Owen Library Rm. 210*

### Understanding Plagiarism: What You NEED to Know

- \* What constitutes plagiarism
- \* Consequences of plagiarizing
- \* How to avoid plagiarism

Thursday, March 19 @ 5:00 pm  
Wednesday, March 25 @ 6:00 pm  
Tuesday, March 31 @ 11:00 am  
*Owen Library Rm. 210*

**These 1-hour workshops are free and everyone is welcome!**  
**Seating is limited, so make sure to RSVP at least 1 week in advance to:**  
**Melissa Mallon ([mnmallon@pitt.edu](mailto:mnmallon@pitt.edu) or 269-7287) or stop by Owen Library.**

# Open Sessions @ Owen Library

Finding a Needle in a Haystack: Tips for Effective Internet Research

- Alternative Search Engines
- How to find reliable & scholarly Web sites
- How to evaluate information found on the Web

**Beyond Google Web**

- Using Google applications such as Google Books, News, Reader, and Images to enhance research
- Accessing academic material using Google Scholar

Tuesday, September 29 @ 5:00 pm  
Thursday, October 15 @ 4:00 pm  
Wednesday, October 28 @ 6:00 pm

Wednesday, September 30 @ 6:00 pm  
Thursday, November 5 @ 4:00 pm

Tuesday, November 10 @ 11:00 am

### Ace Your Paper: Citing Sources & Avoiding Plagiarism

- Tips for avoiding plagiarism
- Recognizing citation styles and formats
- Time saving tools for creating citations

Thursday, October 8 @ 4:00 pm  
Wednesday, October 14 @ 6:00 pm  
Tuesday, October 21 @ 5:00 pm

RSVP to:  
Melissa Mallon  
([mnmallon@pitt.edu](mailto:mnmallon@pitt.edu) or 269-7287)... or just stop by the Library to sign up!

Tuesday, October 6 @ 5:00 pm  
Wednesday, October 21 @ 4:00 pm  
Tuesday, November 3 @ 11:00 am

Dear Colleagues, hope the semester is getting off to a good start for you! Just wanted to let you know that the WSU Libraries will be offering new workshop topics this semester as part of our Digital Literacy Workshop Series, designed to strengthen students' research skills and use of online tools. I have attached a flyer with workshop dates and times. You may want to note that three workshops on *EndNote* will be offered. Please feel free to share this information with your students. If you would like to offer extra credit for students attending a workshop, we will have certificates of completion available. Faculty and staff are also welcome to attend the workshops. No RSVP is required.

### Library Workshops

WSU Libraries offers workshops throughout the school year to help you boost your research skills and succeed in class. Current offerings are listed below. You can check the Library [Events Calendar](#) for more information. (**NOTE:** The January 31 eBooks workshop has been changed to February 21, 3-4 pm)

Wichita State University Libraries presents . . .

## Digital Literacy Workshop Series

### Introduction to EndNote

3:00 PM- 4:00 PM |  [Add to my Outlook calendar](#)

#### [Workshop: Managing Your Digital Identity](#)

Location: Ablah Library, Room 217

The way you present yourself online can make or break your chances for a job or internship. Find out strategies for creating consistency among your social profiles and developing a professional online presence. The workshop is free and open to everyone.

Part of WSU Libraries' Digital Literacy Workshop Series.

For more information, call (316) 978-5077 or email [melissa.mallon@wichita.edu](mailto:melissa.mallon@wichita.edu).

Open to WSU Community.

Sponsored by WSU Libraries [details...](#)

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#### Digital Literacy Workshop Series -- 'Introduction to EndNote Citation Manager'

EndNote is a great tool for managing your citations. In this workshop, find out how to set up an account, upload references and generate a bibliography. The workshop will be held from 2-3 p.m. Monday, Jan. 28; 10-11 a.m. Wednesday, Feb. 20; and 4-5 p.m. Thursday, March 7, in 217 Ablah Library. The workshop is open to all students, faculty and staff.

Go to <http://wichita.libcal.com/events> for all Digital Literacy Workshops offered by University Libraries. Contact [melissa.mallon@wichita.edu](mailto:melissa.mallon@wichita.edu) with questions.



**WSULibrariesResearch** @WichitaStLib

13 Mar

Hate group projects? Come by our wkshp today from 4-5 to find out tips & tools for surviving them! Ablah Library Learning Center.

[Expand](#)



**WSULibrariesResearch** @WichitaStLib

11 Feb

Wondering about eBooks? Come check out our workshop on searching for & downloading ebooks today, 10-11 am, in 217 Ablah Library.

[Expand](#)

## Managing Your Digital Identity

[Events](#)

[Edit](#)

[More](#)

Public · By Wichita State University Libraries



[Export](#) · [Report](#)

Today

3:00pm until 4:00pm

Rain 45°F

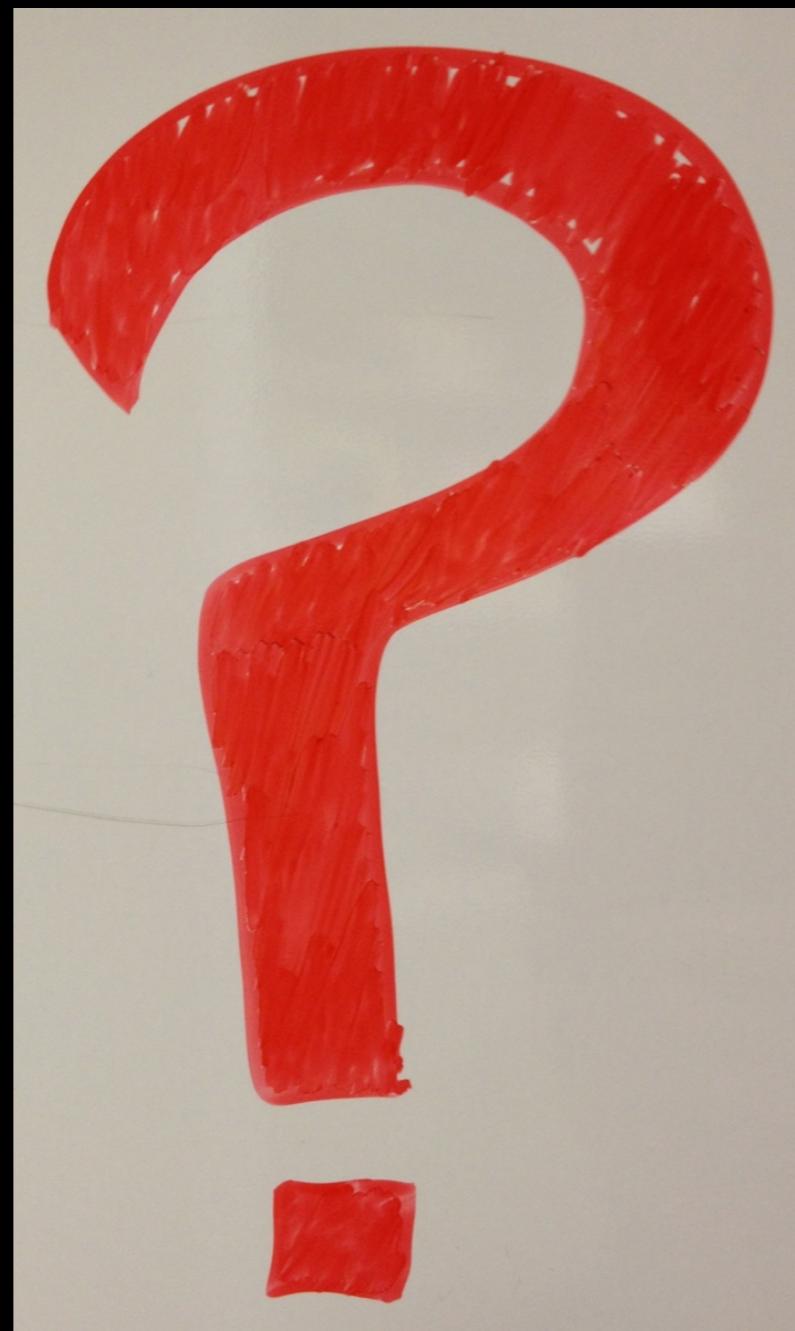
The way you present yourself online can make or break your chances for a job or internship. Find out strategies for creating consistency among your social profiles and developing a professional online presence. The workshop is free and open to everyone. Part of WSU Libraries' Digital Literacy Workshop Series. (Ablah 217)



Wichita State University Libraries shared a link.

March 7

Want to better organize and save citations? Attend our Endnote Workshop today at 4:00 in 217 Ablah Library. See our calendar for this and other library events.



assessment\*

What have they learned?



Photo Credit: atelier PRO via Compfight cc

# assessment\*



## Managing Your Digital Identity

Workshop Guide available @ <http://bit.ly/digitalidentityworkshop>

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### **Exercise: Google Yourself!**

Using the Google search box on the workshop guide (or go to Google.com), search for your name. You might want to try your full name (or middle initial) or just first/last. Make some notes about what you found.

- Which social media/social networking profiles come up?
- Are there comments on blogs, articles, or other public forums?
- Is there anything that surprised you?

# assessment\*

## Wikipedia: What Else is There?

Answer each question using one of the sources discussed in today's workshop (NOT Wikipedia). For each answer, include both the specific reference source and the database you found it in (ex. "The Encyclopedia of Food & Culture" in Gale Virtual Reference Library).

1. Who first created the concept of Legos? In what year?

2. What is the Irish word for "beer"?

3. What is the dominant religion in Bhutan?

4. Your philosophy professor says some interesting things in today's lecture on Plato. You decide to use her ideas to begin your paper. Is it plagiarism? <sup>1</sup>

YES \_\_\_\_\_

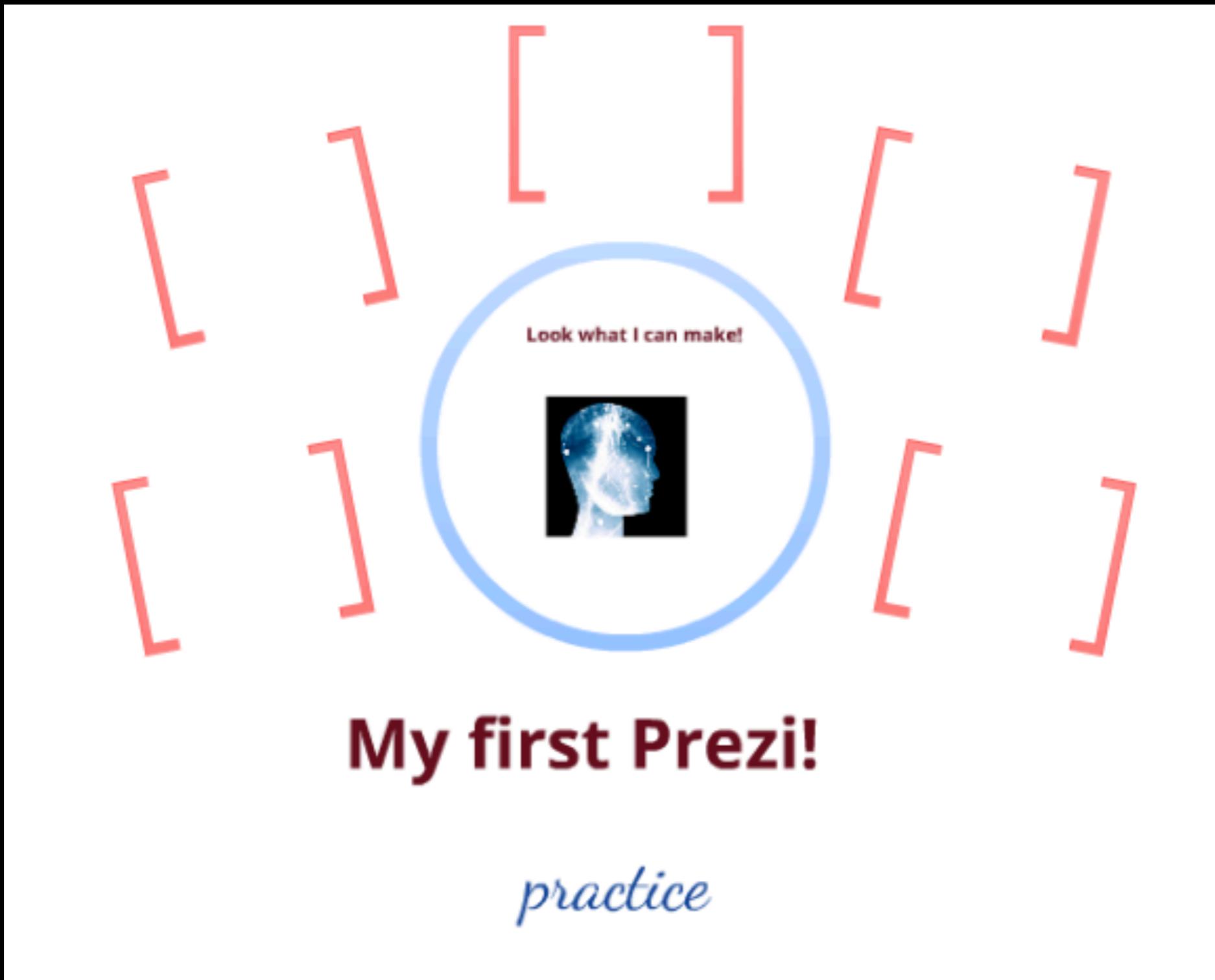
NO \_\_\_\_\_



Understanding  
Plagiarism workshop?



assessment\*



# evaluating success\*



what worked?

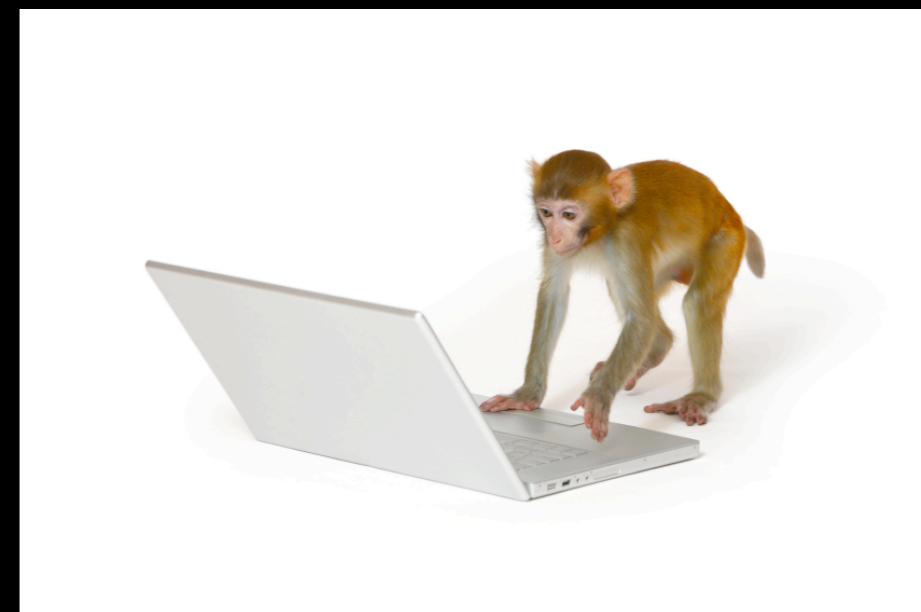


Photo Credit: [Mark\\_W via Compfight cc](#)

# evaluating success\*

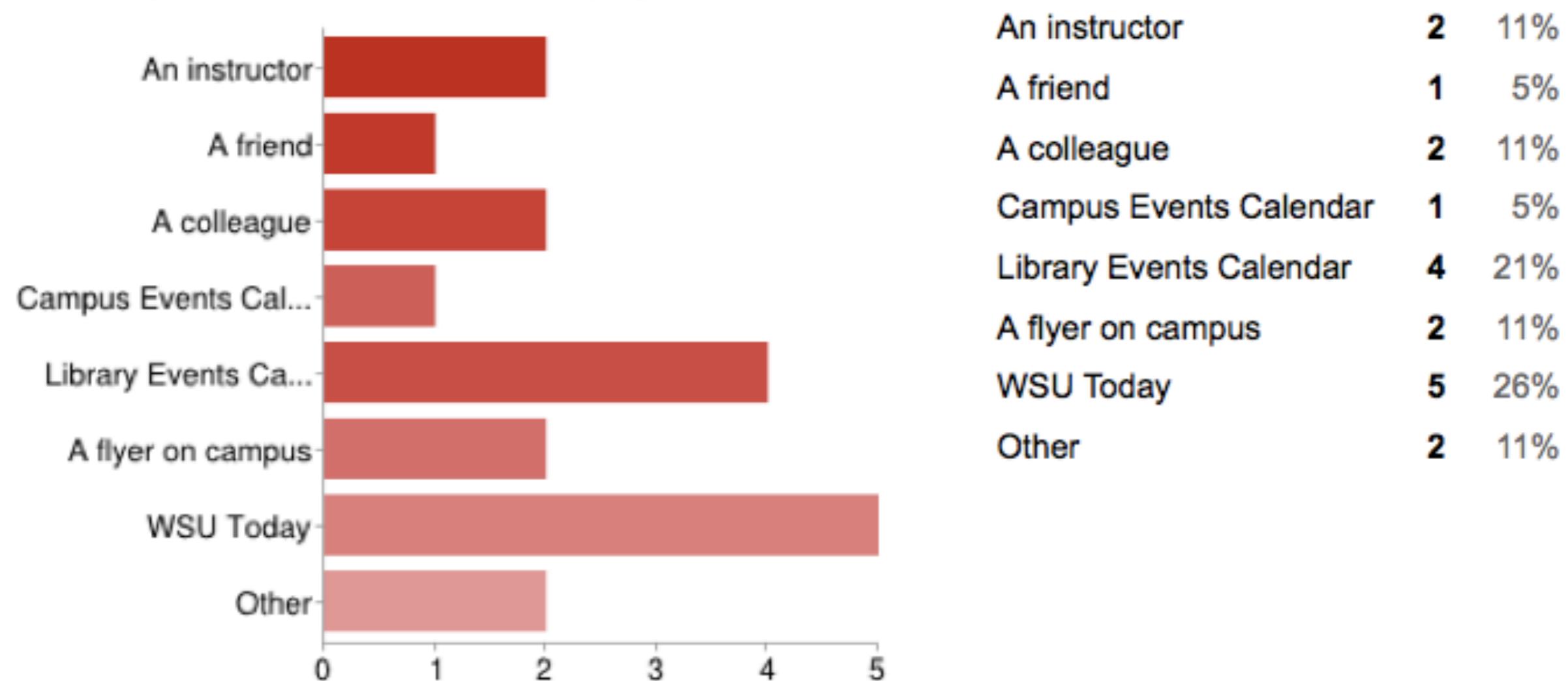


Gather feedback . . .



# evaluating success\*

## How did you hear about the workshops you attended?

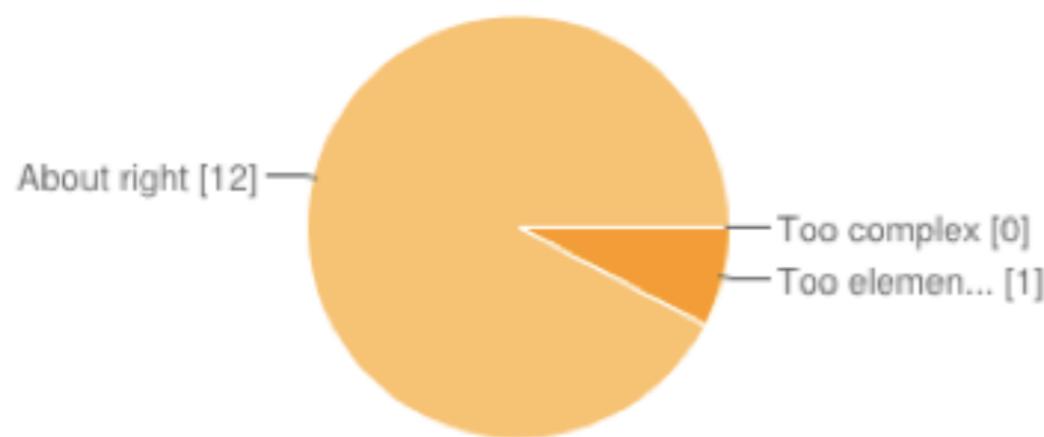


# evaluating success\*

Please indicate to what extent you agree or disagree: The librarian instructor delivered content effectively.



The material covered in the workshop was:



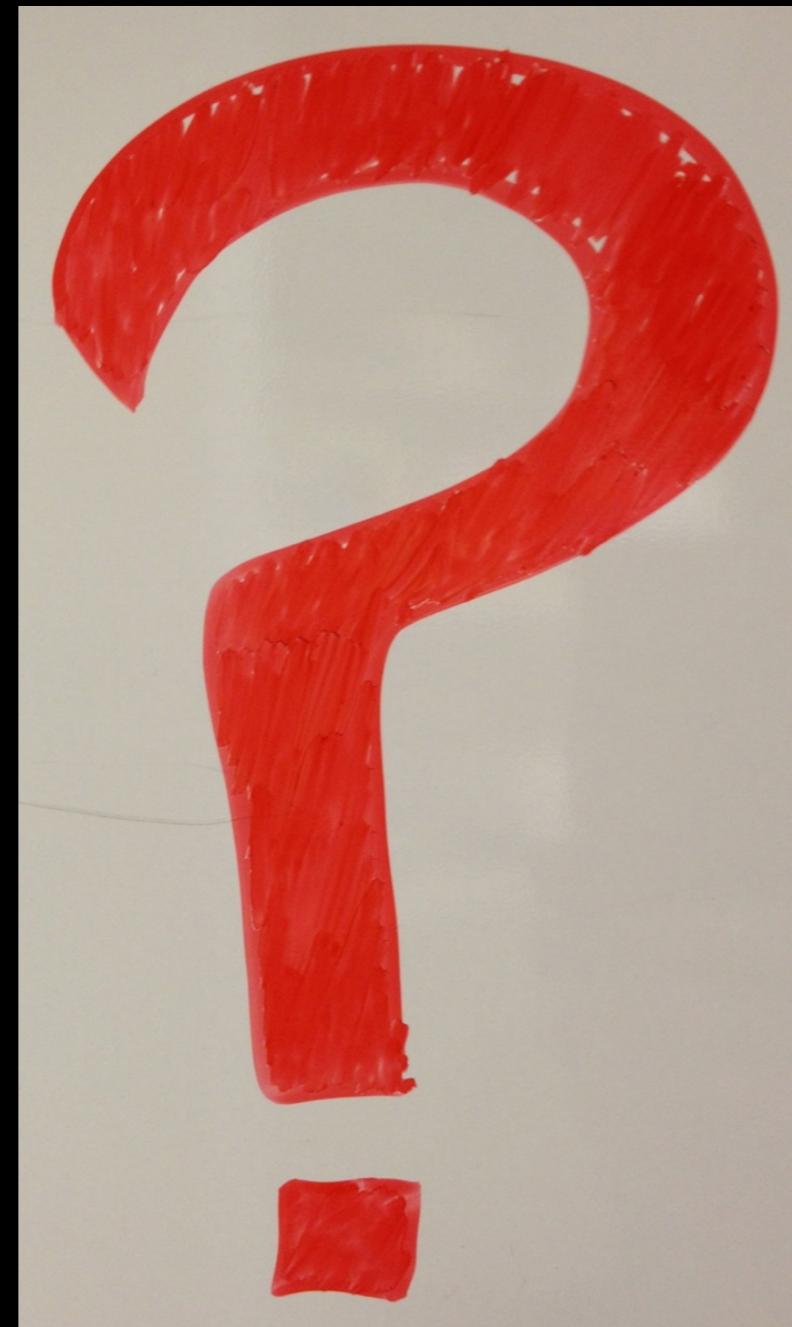
Too elementary	1	8%
About right	12	92%
Too complex	0	0%

# \*final considerations

- [Have a goal
- [Stay organized
- [Be creative
- [Be persistent



Photo Credit: [@yakobusan Jakob Montrasio](#) 孟亚柯 via Compfight cc



A photograph of the Sydney skyline from across the water. In the foreground, a yellow boat moves across the dark blue water. In the middle ground, a stone fortification sits on a grassy hill. The background is filled with numerous skyscrapers of various heights and architectural styles, including the distinctive curved roof of the Opera House. The sky is clear and blue.

Thank  
you!

## Melissa Mallon

Coordinator of Library Instruction  
Wichita State University Libraries

[melissa.mallon@wichita.edu](mailto:melissa.mallon@wichita.edu)

[www.melissamallon.com](http://www.melissamallon.com)

@librarianliss