

CLENEExchange

June 2001

“School ends, but education doesn’t.”

Volume 17, Number 4

President’s Message

by Kathy Schalk-Greene (kathy@mtlaurel.lib.nj.us)

What has always impressed me as a member of CLENE is the practicality of this group. We truly are a Network and Exchange – of training ideas, tips, people and topics.

So in the spirit of sharing practical information, and culled from my eight years as a regional library CE coordinator, these are a few of my favorite things that have made life as a trainer much easier. I’ve used all of these products for years and don’t get any freebies from the manu-

facturers for this endorsement (darn it).

Sanford, Mr. Sketch, Scented Markers (www.sanfordcorp.com/children/childsframe.html)

These are my all time favorite training/meeting tools. These watercolor markers come in vibrant colors and never bleed through the flip cart paper. No chemical smell here, but great scents – my favorite is the turquoise which smells like mangos.

The 12-color set runs around \$9.00 at most office stores.

A great part of my life as a trainer has been taking training and meetings on the road for 560 member libraries. I joke sometimes that I really have a Masters degree in Schlepping.

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Exploring Creativity

by Gail McGovern (gmcgovern@macnexus.org)



One of the benefits of being involved with CLENE is connecting with incredibly creative people – whether you meet them in person, online or through the written word. I always come away from CLENE interactions

with a new way of looking at or doing something.

I will be one of the presenters at the program, Good CLENE Fun (see page 3), which will feature ideas designed to energize meetings and training events. In preparing for the presentation, I decided to review my favorite books on creativity to see what new approach I might wish to take. Since I was also preparing this issue, I decided to share some words of wisdom and a list of resources to help you to look at your personal creativity quotient.

First, why is creativity important. In his book, **Imageneering**, Michael LeBoeuf says it so well, “Good times will come and go, but one thing is certain. The person who knows how to create good, new ideas and turn them into realities is the one who will prosper no matter what the future brings.”

Next, what are the barriers to being creative. Roger von Oech calls these attitudes mental locks and lists ten of them in his book, **A Whack on the Side of the Head**.

They are: The Right Answer, That’s NOT Logical, Follow the Rules, Be Practical, Play is Frivolous,

See creativity continued on page 8

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DA-LITE Dual Purpose Easel (www.da-lite.com)

If you've every had to wrestle a flip chart easel outside in the wind, or shimmy it into the back seat of a car, you'll appreciate this lightweight, sturdy yet portable easel. Weighing in at just 7 pounds and standing 6 feet high, it can double as both a flip chart holder and an easel for signs. It will hold up to 100 lbs. The best part is it folds up just under 4 feet by 8 inches and fits into nylon zippered case. There's even a compartment to slip in a rolled-up flip chart. The easel lists for \$142 with the carrying case at \$68. Worth every penny.

Remin KART-a-BAG (www.kart-a-bag.com)

At my very first ALA Annual conference, I grabbed so much exhibit stuff and bought so much in the ALA Store that I had to buy another suitcase! This is when I discovered the Kart-A-Bag line of luggage carriers. Lightweight, very sturdy and able to telescope down to less than 2 feet, we eventually bought three for the office. The Concorde III model can hold up to 175 pounds, weighs just 8 pounds and lists for \$93. The Super 600 holds up to 300 pounds, weighs 13 pounds, and lists for \$180. We've hauled several tons of computers, boxes of handouts, agendas, and meeting supplies using these over the past eight years and they're still going strong.

And finally...

Trainer's Warehouse (www.trainerswarehouse.com)

I first discovered this company at an American Society for Training and Development convention. I've purchased flip-chart portfolios, great "hand" pointers for overheads, and icebreaker suppliers from here. Their print catalog is not only a great resource for hard-to-find products, but has lots of useful training ideas and tips as well.

Okay, now it's your turn. What products or ideas have made a difference in your life as a trainer? Drop Gail McGovern, our fabulous editor, an e-mail at gmcgovem@macnexus.org and we'll share it in a future issue of CLENExchange.

SPEAKER LIST

Speaker Source, a free database of speakers for meetings and seminars is now available online.

LibraryHQ.com: Resources for the Wired Librarian (<http://libraryHQ.com/speakers>). a web-based portal site for the library profession, is developed and managed by librarian Katharine Garstka.

Garstka holds a BA from UCLA and an MLS from the University of Arizona, and has worked in public, university, health care, and zoology libraries.

No evaluations, assessments, or guarantees are given regarding the speakers in the database.

You can search the database by name or topic and contact the speakers directly to find out more information and/or make arrangements.

No fee is charged for inclusion in the database. If you wish to list yourself, just type in your information.

CLENE@ALA2001

Friday, June 15, 2001

CLENE & ALA Editions Reception

7:00 - 9:00 PM, Sir Francis Drake Hotel -Mezzanine Level

Join CLENE members to kick-off ALA's Annual Conference with free food, a sneak preview of our interactive training games program GOOD CLENE FUN, and see new ALA Editions professional books. Many ALA Editions authors are available as speakers, consultants, or workshop leaders for staff development programs. Come early, mingle, stay late, and who knows ... maybe you'll win our fabulous raffle! Our thanks to ALA Editions for sponsoring this reception.



Saturday, June 16, CLENE Board Meeting

9:30 AM - 12:30 PM, Sir Francis Drake Hotel, Windsor Room

Hear about the latest continuing education and ALA issues and make valuable professional CE contacts.

Sunday, June 17, 2001 Good CLENE Fun

**Using Interactive Games to Energize Meetings & Training,
9:00 - 10:30 AM, Moscone Convention Ctr, Room 120/123**

A fast-paced showcase of ideas designed to energize team meetings, staff development sessions or computer training workshops. Move through several quick, highly interactive round table sessions and see a variety of techniques demonstrated. Presented by members of CLENE: ALA's Continuing Library Education Network and Exchange Roundtable.



Monday, June 18, 2001, Staff Development Discussion Group

2:00 - 4:00 PM, Moscone Convention Ctr, Room 123

Join in our informal idea exchange on staff development techniques and issues with colleagues from all over the country. Staff development materials will be raffled at the end of the program. A great energizer for those new to staff developments as well as those who've been doing it for years!



Hot FREE Stuff! by Gail McGovern (gmcgovern@macnexus.org)

Use these resources to help you plan and implement your training sessions.

Big Dog's Training World

(<http://www.nwlink.com/~donclark>)

Don Clark now offers a free e-mail newsletter on a variety of topics related to training. Click on trainingworld_subscribe@egroups.com

Square Wheels

(<http://www.squarewheels.com/description/keythemes.html>)

Dr. Scott Simmerman, a popular speaker at American Society for Training and Development (ASTD) conferences, specializes in team building, change management and organizational development tools. His "Square Wheels" are a series of illustrations based on the general theme that most things do not happen as effectively and efficiently as we hope they will and there are always better ways to get things done. His website offers other interesting training concepts and resource links. If you are interested in copyright as relevant to training materials, be sure to look at his copyrights and trademarks page (<http://www.squarewheels.com/description/copyright.html>).

Active Training

(http://www.activetraining.com/active_learning/free_tools.htm)

Another popular ASTD speaker is Mel Silberman, President of Active Training, a provider of products and seminars and publications. He is the author of numerous books including **101 Ways to Make Training Active**. The URL listed here brings you to his Free Tools & Tips page.

Susan Boyd Associates

(<http://www.susan-boyd.com/training.htm>)

Susan Boyd Associates specializes in training program planning, needs analysis, project management, follow-up evaluation, and course development. The URL listed here brings you to

her free training checklists page. Don't miss "What's Country Line-Dancing Got to Do with Training?"

Results Through Training

(<http://www.rttworks.com/Pages/download.html>)

Results Through Training (RTT) provides consulting and training in a wide variety of areas. The URL listed here brings you to the free downloads page which offers valuable training ideas in either PDF or Word files (e.g. icebreakers, Training Project Checklist, Questions for Debriefing).

Glenn Parker

(<http://www.glennparker.com>)

Glenn Parker is a consultant and author who specializes in team building. His most recent books are **25 Instruments for Team Building**, **Teamwork and Teampay: Games and Activities for Training** and **Building Teams and Rewarding Teams: Lessons from the Trenches**. His website offers a variety of free items on team building including icebreakers, assessment tools and a bibliography.

JVD Creativity Consulting

(<http://www.jvdcreativity.com/free.htm>)

Jean V. Dickson's JVD Creativity Consulting specializes in creativity tools and techniques that assist individuals in making better decisions and coming up with more innovative solutions to workplace problems. She provides free examples of her icebreakers, and training activities.

Workshops by Thiagi

(<http://www.thiagi.com/freebies-and-goodies.html>)

Dr. Sivasailam "Thiagi" Thiagarajan is the president of Workshops by Thiagi, Inc., an organization with the mission of helping people improve their performance effectively and enjoyably. He provides lots of free samples; be sure to check out his email games. He even has a Yahoo emailgame group!

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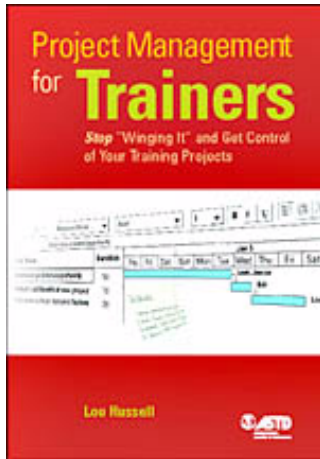
CLENE PUBLICATIONS AVAILABLE FOR SALE

Program Planning: Tips for Librarians, 1997	\$15.00
Workshop Evaluation: Forms Follow Function, 1992	\$ 6.00
A Focus Group Interview Manual, 1994	\$10.00
Self Assessment Guide For Children's Services, 1995	\$11.00

**To order, contact: Lorelle Swader, ALA/CLENERT Liaison
Fax: 312-280-3256, E-mail: lswader@ala.org**

Reviews of Books from ASTD

Editor's Note: To keep up with new and valuable books on all aspects of training, be sure to check out the American Society for Training and Development (ASTD) website section about ASTD publications. New and bestselling book excerpts are available at (http://www.astd.org/virtual_community/bookclub).



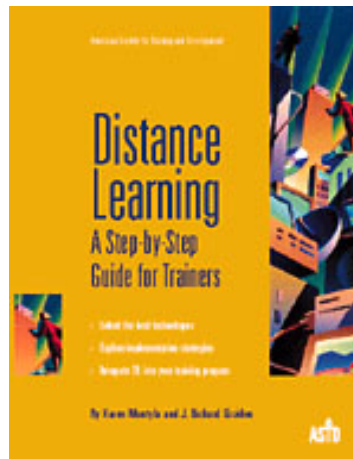
Project Management for Trainers by Lou Russell. ASTD, 2000.

This practical book will help you improve your approach to training. It emphasizes planning, organizing and control of time, cost, quality, and scope.

Some of the key features are: a stakeholder communication plan, the work breakdown structure, course development template for creating learning events based on adult learning theories and accelerated learning, monitoring criteria, postproject review template.

It emphasizes the need for designing not only a repeatable but also a very flexible process taking into account your four different audiences:

- person who needs to learn
- person who writes the check
- person who manages logistics
- person to whom learner reports

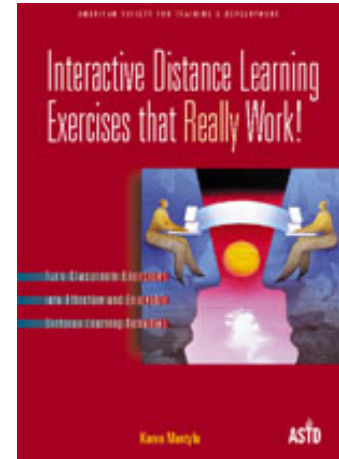


Distance Learning: A Step-by-Step Guide for Trainers by Karen Mantyla and J. Richard Gividen, ASTD, 2000.

This book will give you a good foundation if you are contemplating providing distance learning by teleconferencing, computer conferencing, interactive satellite television, or computer-based training (CBT).

Key features are: distance learning master plan checklist, selecting appropriate technologies, justifying the need for distance learning, cost-benefit analysis, strategic plan development, equipment installation, transitioning, train-the-trainer preparation, remote site materials and learner support system design.

The chapters on strategic planning and transitioning (i.e. making a class taught on-site into one offered via distance learning) are especially valuable.



Interactive Distance Learning Exercises that Really Work! by Karen Mantyla, ASTD, 2000.

This book will help you design interactive exercises which are both effective and lively for use in distance learning.

Key features are: differences between on-site and distance learning interaction, distance education principles and best practices, framework for making a transition to different methods of distribution, and moving adapting on-site exercises to distance learning exercises.

The chapters on interaction differences between four on-site and distance learning interaction types (i.e. learner-content, learner-trainer, learner-to-learner and learner-interface) and the case studies are useful for both distance learning or on-site training activities.

creativity continued from page 1

That's Not My Area, Avoid Ambiguity, Don't Be Foolish, To Err Is Wrong and I'm Not Creative.

Third, how do you jumpstart your individual creative process. In his follow up book, **A Kick In The Seat Of The Pants**, Roger von Oech introduces the four roles of the creative process: explorer (search for new information), artist (turn resources into new ideas), judge (evaluate merits of ideas) and warrior (carry ideas into action).

Last and most important, how can you become more creative. Start by exploring a new resource.

Try these two websites:

Charles Thompson's **What A Great Idea**
(<http://www.whatagreatidea.com/klphrqzs.htm>)
Click on Land of Creativity, Chic TV and Stuck.

Roger von Oeck's **Creative Think**
(<http://www.creativethink.com>)
Click on Whack and Fun Stuff.

CLENE ALA Annual Conference Schedule

Friday, June 15 7:00 p.m. - 9:00 p.m.
CLENE/ALA Editions Reception
Sir Francis Drake Hotel - Mezzanine Level

Saturday, June 16 9:30 a.m. - 12:30 p.m.
CLENE Board meeting
Sir Francis Drake Hotel - Windsor Room

Sunday, June 17 9:00 a.m. - 10:30 a.m.
Good CLENE Fun: Using Interactive Games
Moscone Convention Center - Rooms 120-123

Monday, June 18 2:00 p.m. - 4:00 p.m.
Staff Development Discussion Group
Moscone Convention Center - Room 123

If you are planning to be in San Francisco for Annual, the members of the CLENE Board urge you to attend any of the meetings listed above. Contributions to the work of the Round Table are very much valued. We hope to see you there. In case of last minute changes, be sure to check your conference program upon arrival.

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