

## Accessing the LTC: Facilitation Training for Small and Rural Libraries course

To access the online course, click here:

<https://elearning.ala.org/local/catalog/view/product.php?productid=705>

\*to access the course you must have an **ALA eLearning account**; guests cannot access this course.

- **If you have already created an account with ALA eLearning:** use your username and password to sign in on the left side of the screen. If you've forgotten your username or password you can click "Forgotten your username or password?" to receive an email to reset. *Please note that this account is different from your account for Foundant (grants platform) or for ALA membership.*

- **If you have not created an ALA eLearning account** in the past: click "Create New Account" on the right side of the page.

- Complete all required fields on the new account page, then click "Create New Account."
- Confirm your account by clicking the link in the account confirmation email you receive to the address provided.

### Login to the ALA Website

Login to register for classes and events, to access the membership resources of ALA, its divisions, sections, interest groups, round tables & offices, and to make donations.

Please review ALA's personal data notification (PDN) before proceeding.

Note: Your login to ALA stays active until you close your browser. If you are using a shared or public computer, be sure to exit the browser, and not just the current window or tab.

Username

Password

☐ Don't Remember Login

☐ Clear prior granting of permission for release of your information to this service.

Login

- [Forgot your username or password?](#)
- [Don't yet have an ALA account? Make one!](#)
- [Want to donate for the first time? Start here.](#)

**Enrolling in the LTC course:** when you log in to the eLearning site using the above link, you should see a screen displaying the Libraries Transforming Communities: Facilitation Training for Small and Rural Libraries course. If you are not automatically directed to this course, you can search for it by clicking "Course Catalog".

- Click "Register"
- You will be directed to the main course page.
- On the main course page, you can access announcements as well as all course modules.

### Libraries Transforming Communities: Facilitation Training for Small and Rural Libraries

Register

Libraries Transforming Communities: Facilitation Skills for Small and Rural Libraries is a free asynchronous e-course created by the American Library Association (ALA).

Through six modules, it introduces library workers to the basics of leading conversations. (While created for small and rural libraries, the information is relevant to libraries of all sizes.)

In the e-course, you will learn:

- **Conversations in the Library: Getting Started.** Module 1 explores what it means to facilitate conversations in the library. You will also learn to develop a plan for getting started in your community.
- **Laying the Groundwork: Planning a Conversation.** In Module 2, you will choose a topic for conversation and identify a conversational goal. You will also identify partners and plan for facilitating a community conversation.
- **Setting the Room: Navigating Logistics and Setting Up a Conversation.** In Module 3, you will outline a plan for recruiting participants and partners for your conversation; prepare logistics; and identify supporting roles to keep your conversation running smoothly.
- **In the Moment: Leading a Conversation and Managing Group Dynamics.** In Module 4, you will learn essential skills for conversational leadership, including ground rules, co-facilitation, and techniques for managing challenging behavior.
- **The Follow-Up: Closing a Conversation and Preparing Next Steps.** In Module 5, you will learn how to plan for the end of your conversation, including reaching decisions or next steps.
- **Going Virtual: Technology and Facilitation Approaches for Online Conversations.** When ALA set out to create this course, we were living in a pre-COVID world; there was no virtual hosting of a roomful of people for an in-person conversation. Since then, much has changed. In this Bonus Module, we will explore how to facilitate conversations virtually.

Learn more about each module and access the companion facilitation guide [here](#).

Register

**Completing a module:** modules will have a “Begin Module” icon under the title of the module.

- Click “Begin Module.”
- On the Begin Module screen, click “Enter.” Select the Normal Mode. You will be directed to an overview of the module.
- Click the “Start Module” button on the banner image.
- To expand the module, click on the blue arrow button in the upper left-hand corner of the screen.



 [Announcements](#)

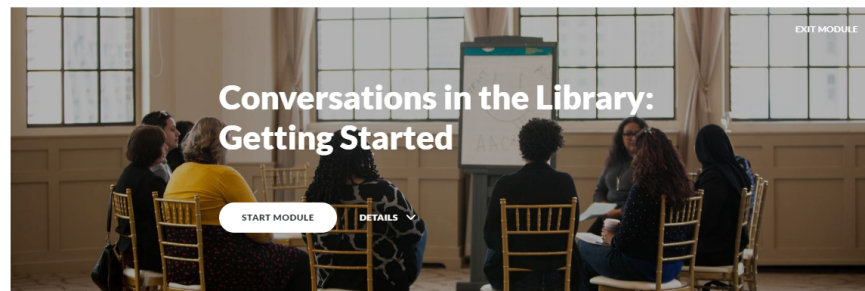
### Module 1 - Conversations in the Library: Getting Started

 [Begin Module](#)

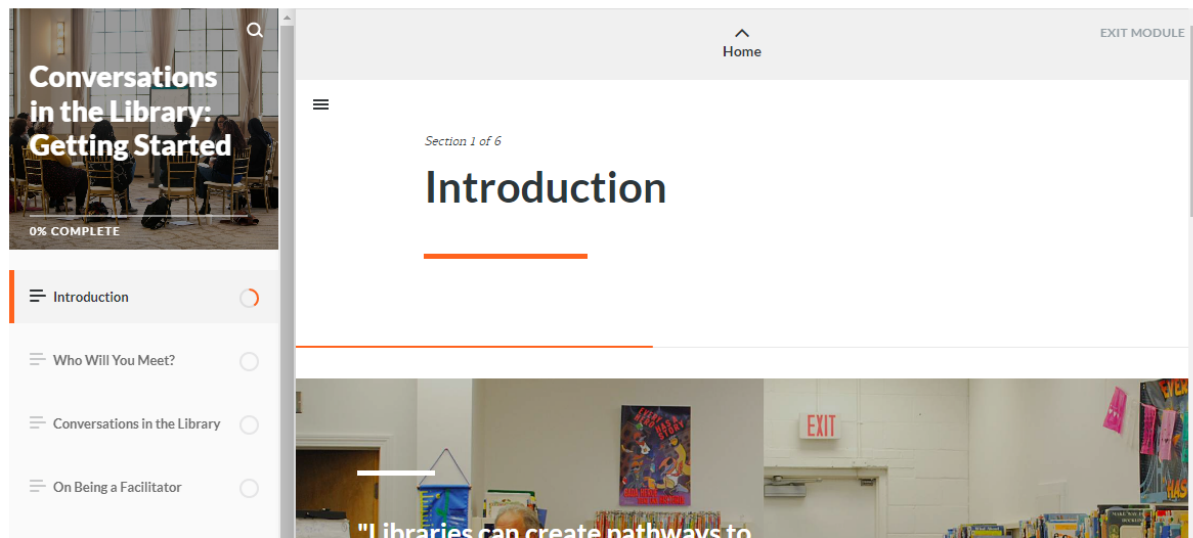
Mark as done

### Module 2 - Laying the Groundwork: Planning a Conversation

 [Begin Module](#)



- Scroll through each section of the module. In each section there may be videos, interactive games, or additional resources (which will open in a new tab). Be sure to complete each activity within the section.
- To navigate between sections, you can click the section name at the bottom of the screen to go to the next section, or the section name in the menu sidebar to jump to any section. The blue buttons under the module will not work.



- Once you complete all sections of the module, you can click the “Exit Activity” button to get back to the main page of the course. You can also click the course name in the navigation bar.
- Progress within the course is self-monitored. You can choose to click the “Mark Done” button once you have completed it.