The Staff Development Committee meets once a month and includes a range of representatives from various staff groups. The members of the committee are:
- Ex-officio: Scott Hilborn, Edith Sinclair (co-chair)
- Appointed librarians: Carla Hagstrom, Jack Hang-tat Leong, Gail Nichol (co-chair), Christina Toulias-Santolin (on leave), Jennifer Wentworth
- COCL: Liz Glover
- Professional/Managerial staff: Bill Godoy
- CUPE staff: Richard Hydal, Maureen Morin
- USW: Anna Maria Romano

A list of workshops and events from the previous year follows:

**Library 2.0**
A second session of the online Library 2.0 program ran from February to May, 2010 with eight people completing the program.

**Staff Spring Event - May 13, 2010**
Members of the committee and other UTL staff formed a subcommittee to plan and execute the event called Celebrating Our Cultures. Among the countries and cultures represented were Armenia, China, Greece, Japan, Korea, Nigeria, Poland, and Sri Lanka. Many staff members offered to help in various ways: providing items for the exhibition, lending costumes for the fashion show, bringing in home-cooked food, and decorating the space. The exhibition featuring books, traditional clothing and handcrafts from the various cultures were on display until May 21 in the lobbies on the second floor of Robarts.

**Dealing with Challenging Conversations Workshop**
Members of the committee met to develop the curriculum for these workshops including lectures, role playing and discussion. The first session was held May 5 with a second session held on November 17. The participants learned about ways to deal with conflict and smooth out differences in the workplace. Several of them requested additional assistance in developing assertiveness skills, and a follow-up session is being prepared to address this need.

**Summer Staff Event - Barbeque**
Members of the committee participated in the planning and setup of this popular annual event, which was held July 14 this past year.

**Healthy Workplace Month** – October 4-29, 2010:
The committee planned several events and encouraged library staff to attend other sessions offered by the Organizational Development and Learning Centre. The sessions organized by members of the committee include: Film Screening at Media Commons (Oct 6); Peak Energy in the Workplace (Oct 13); Healthy Breakfast (Oct 18); Gaining Power by Changing the Way You Think (Oct 20); Yoga class (Oct 21); Walk and Tour of the Law and Music Libraries (Oct 27); and a day of massage and reiki (Oct 28).

**Student Training**
Every year under the direction of Edith Sinclair from Human Resources, committee members provide orientation sessions for new student employees as well customer
service workshops. These sessions are open to student employees from the campus libraries as well as the central libraries. This past year there were five orientation sessions held for new student employees with a total of 61 students attending and six customer service workshops with a total of 93 participants.

The programs offered to new student employees are currently being reviewed for content and presentation methods by members of the committee. Participants have asked that we spend more time on handling difficult conversations with library patrons and the committee is looking at ways to do this.

Open Houses
Map and Data Library – November 8, 2010
Gerstein to celebrate the 100th anniversary of the construction of the journal stacks – June 2, 2010

Prezi: Taking Presentations to the Next Level – November 11, 2010
Kathleen Scheaffer, Outreach and Instructional Services Coordinator, Inforum, Faculty of Information taught this course about the online presentation tool, Prezi. In response to feedback from participants, we are looking into offering another session that will enable people to build on what they have already learned about Prezi.

Showcasing the collections series
A series of events that showcase the collections in libraries around the campus began in December 2010:
- Seasonal Treasures from the Thomas Fisher Rare Book Library – December 14
- Ice & Snow in the Media Commons Theatre - January 13, 2011
- Elementary Schools and Teachers in Ontario, 1910-1915 and Today at OISE - February 15, 2011

Massage and Yoga
These two activities were very popular during the Healthy Workplace Week in October and plans were made to have ongoing sessions. A six-week yoga session began January 31 and the first Shiatsu massage days were scheduled for January 11 and February 15.

On-Boarding Session – February 9, 2011
Seven people attended the first on-boarding session organized for new staff members in all employee groups. As well as receiving basic information about health and safety roles and responsibilities, HR matters, and helpful online resources, participants were taken on a tour of some behind-the-scenes areas. The session was also offered to senior staff, managers and supervisors so that they would be aware of the information provided to participants.
Health and Safety
Bill Godoy, as Manager of Facilities, Security, Fire, Health & Safety and a member of the Committee, offered three sessions on health and safety during the year: Crisis Intervention, Office Ergonomics and CTS, and Emergency Procedures in the Library. These sessions were attended by 13 employees.

Office 2010 Training
Members of the committee reviewed available online training materials and discussed possible face-to-face training and follow-up drop-in sessions for when Office 2010 is implemented on staff work stations in the central libraries.

ODLC announcements
In order to augment the workshops offered by the Committee, throughout the year Edith Sinclair from Human Resources passed on announcements from the Organizational Development and Learning Centre.

Webcasts: Group Viewings
The committee continues to host group viewings of a variety of webcasts throughout the year. The following were scheduled in the previous reporting period:

- Building on Success (Strengthening programs through collaboration) – March 22
- Making the Most of Your Descriptive Metadata: Planning, Transforming, and Re-using – March 24
- Managing Transformative Change: Campus Policy and Politics, or: So we’re not Harvard… - April 14
- Open Access funds SPARC – May 5
- Translating Government Policy into Campus Services – May 20
- Changing Role of Libraries: Journal Hosting and Support – June 15
- Innovation and the future of e-books SPARC – July 27
- Transitioning from Subscriptions to Open Access: Article Processing Fees and Combined Licensing/Author’s Rights Approaches – July 27
- Broader Library Involvement in Building Programs—Organizational Strategy - September 21
- Broader Library Involvement in Building Programs— Librarian Training and Development – October 19
- Impact and Productivity Measurements in a Changing Research Environment – October 27 (day long event sponsored by Elsevier and the DC Chapter of the Special Libraries Association

The Committee would like to thank all those who assisted with the different events throughout the year and the many participants who contributed to their success.

By the Staff Development Committee