

## Essential Workplace Skills and ed2go

We are adding to our selection of Essential Workplace Skills self-paced tutorial workshops for 2023! **Introduction to Resilience in the Workplace** taught by **Jan Davidson** and **Introduction to Productive Work Habits** taught by **Lissa Krull** will be available in December 2022 in the self-paced format. These are free for MCLS members. To see all Essential Workplace Skills courses currently open for registration, click on the Essential Workplace Skills tab at the top of our Training Store page here: <https://store.mcls.org>.

Library staff need many different skills and broad knowledge to be able to do their jobs successfully. In partnership with Cengage's ed2go, MCLS offers over 150 discounted, online courses on a broad range of topics which include grant writing, accounting, computer skills, web design, business and marketing skills, fundamentals of supervision and management, Excel and Word, database programming languages, and much more. These are self-paced or instructor-led and most are 24 course hours. To register, it is necessary to create an ed2go account and pay by credit card online.

Check out the complete list of discounted courses available to MCLS members here: <https://www.ed2go.com/mcls/>

For MCLS non-members or those looking for a broader selection of over 700 courses, visit here: <https://www.ed2go.com/mclslap/>

For questions about Essential Workplace Skills, ed2go, or for any other training questions, please email [training@mcls.org](mailto:training@mcls.org) or call 517-220-9950.

## HAVE A GREAT WORKSHOP IDEA? WANT TO TEACH FOR MCLS?

Do you have a great idea that you would like to see become a workshop? Are you interested in teaching for MCLS? Visit [mcls.org/training-events](https://mcls.org/training-events) to download the MCLS New Workshop Proposal form or Instructor Application.



MCLS membership opens the door to training, services, and group purchasing opportunities that can be customized to benefit any member library in Indiana or Michigan. MCLS is a trusted source that keeps you abreast of the latest trends in libraries, negotiates with vendors for your benefit, and provides excellent support whenever needed. With additional benefits including discounts for library supplies such as Brodart, The Library Store, and more, membership pays for itself.

For more information about membership with MCLS or to become a member visit [mcls.org/membership](https://mcls.org/membership)

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for LIBRARY SERVICES  
Building better libraries

## MCLS TRAINING CALENDAR JAN–JUN 2023



**MC**  
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**January 10-12**

MARC: An Introduction

**January 17-19**

Copy Descriptive Cataloging of Monographs Using RDA

**January 24-26**

Copy Cataloging of Sound Recordings Using RDA

**February 1-2, 8-9, 15-16**

Creating and Caring for Digital Collections

**February 14-16**

Serials Cataloging

**February 21-23**

Original Descriptive Cataloging of Monographs Using RDA

**March 2**Break Out of Burnout & Rebalance Your Life **New****March 7-9**

Original Cataloging of Video Recordings Using RDA

**March 14-15**

Licensing Electronic Resources: An Introduction

**March 14-16**

Copy Descriptive Cataloging of Digital Resources Using RDA

**March 21-23**

Authorities

**March 28-30**

Rare Books Cataloging: An Introduction

**March 28-30**

MARC: An Introduction

**April 4-6**

Original Cataloging of Archival Materials Using RDA

**April 6**

BIBFRAME: An Overview

**April 6**

Supervisor Series: Motivating Employees to be Their Best

**April 11-13**

Assigning Library of Congress Call Numbers: Basic

**April 19**

Transformative Agreements: Making the Move to Open Access

**April 19**

Graphic Detail: Cataloging Graphic Formats

**April 20**

AACR2...Meet RDA

**April 25-27**

Assigning Library of Congress Call Numbers: Intermediate

**April 25-27**

Original Cataloging of Sound Recordings Using RDA

**May 2-3, 5**

Original Descriptive Cataloging of Digital Resources Using RDA

**May 4**

Just Enough to be Dangerous: Cataloging for Non-Catalogers

**May 9-11**

Assigning Library of Congress Call Numbers: Advanced

**May 9-11**

Object Cataloging for a Library of Things

**May 16-18**

MARC: An Introduction

**May 16-18**

Serials Cataloging

**May 18**

Supervisor Series: Learning to Manage for New Managers

**May 23-25**

Assigning Library of Congress Subject Headings

**May 23-25**

Copy Cataloging of Video Recordings Using RDA

**June 1**

Child's Play: Cataloging Children's Materials

**June 13**

Legal Resources for Public Libraries

**June 14-15**

The Mystery of MARC Fixed Fields Solved

**Self-paced tutorial**

Essential Workplace Skills: Introduction to Accountability at Work

**Self-paced tutorial**

Essential Workplace Skills: Introduction to Critical Thinking Skills

**Self-paced tutorial**

Essential Workplace Skills: Introduction to Emotional Intelligence

**Self-paced tutorial **New****

Essential Workplace Skills: Introduction to Productive Work Habits

**Self-paced tutorial **New****

Essential Workplace Skills: Introduction to Resilience in the Workplace

**Self-paced tutorial**

Essential Workplace Skills: Introduction to Thriving in the Midst of Change

**Self-paced tutorial**

Essential Workplace Skills: Introduction to Workplace Etiquette

***New Workshop: Break Out of Burnout & Rebalance Your Life***

MCLS is offering a new online workshop taught by **Jenny Kobiela-Mondor** and **Lissa Krull**, Library Strategists for MCLS. The new three-hour workshop, **Break Out of Burnout & Rebalance Your Life**, is on Thursday, March 2, from 1-4pm Eastern time.

Working in a library can be stressful. Staff members are exhausted and running on fumes while trying to build inclusive spaces, stand up to censorship, and tend to the day-to-day details of running a library. How can you boost your wellbeing, resist burnout, and balance your life so that you can be your best self while serving your community?

This workshop will help you make small shifts that will boost your own wellbeing as well as the wellbeing of those around you, no matter your role at your library. Join Jenny & Lissa as they help you find practical strategies to combat fatigue and burnout, be more self-compassionate, bring out the best in yourself and others, and find ways to rest and recover. This workshop is available for registration now at: <https://store.mcls.org>

For any questions, please email [training@mcls.org](mailto:training@mcls.org) or call 517-220-9950.

**January 11**

RIDES Policies &amp; Procedures

**January 12**

MeLCat Processing, Policies, and Procedures

**January 19**

MeLCat: The Other Stuff

**January 26**

MeLCat Basics

**February 2**

MeLCat Reports

**February 8**

RIDES: When Things Go Wrong

**February 21-23**

MeLCat Cataloging

**February 28**

The MeLCat Overdue Process

**March 1**

Dude, Where's My Data?

**March 2**

Everything You Need to be Doing as a DCB MeLCat Library

**March 8**Business eResources from MeL **New****March 9**

MeLCat Processing, Policies, and Procedures

**March 16**

Missing in Action: RIDES Lost and Damaged Procedures

**March 23**

MeLCat Basics

**March 30**

MeLCat Refresher Training for DCB Libraries

**April 5**

MeLCat Reports

**April 11-13**

Advanced MeLCat Cataloging

**April 14**

MeLCat: The Other Stuff

**April 18**

Lost in Translation: Mapping, Loading, and Deleting Data from DCB to MeLCat

**April 20**

The MeLCat Visiting Patron Service

**April 27**

MeLCat Refresher Training for DCB Libraries

**May 2**

Dude, Where's My Data?

**May 3**

MeLCat Processing, Policies, and Procedures

**May 25**

MeLCat Refresher Training for DCB Libraries

**May 30**

Readers' Advisory with NoveList Plus from MeL

**May 31**

The MeLCat Overdue Process

**June 8**

Everything You Need to be Doing as a DCB MeLCat Library

**June 14**

Using LearningExpress Library from MeL to Support Learners and Job Seekers

**June 15**

MeLCat Basics

**June 21**

MeLCat Reports

**June 22**

RIDES Policies &amp; Procedures