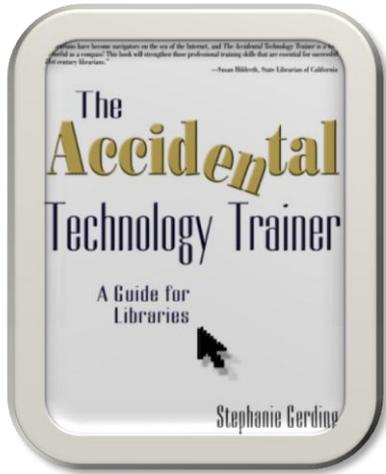


Being an Accidental Technology Trainer

Texas State Library and Archives Commission



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TECHNOLOGY TRAINING ST

- Understand and apply basic learning principles
- Recognize and be able to describe the training cycle
- Identify the various library technology training models
- Discover technology trainer skills and gain confidence





You might be an Accidental Technology Trainer if you:

- Teach classes in a computer lab
- Provide online webinars
- Create self-paced tutorials
- Help a patron learn to send an email
- Help someone find an article online
- Show a co-worker how to create a blog
- Work in any type of library

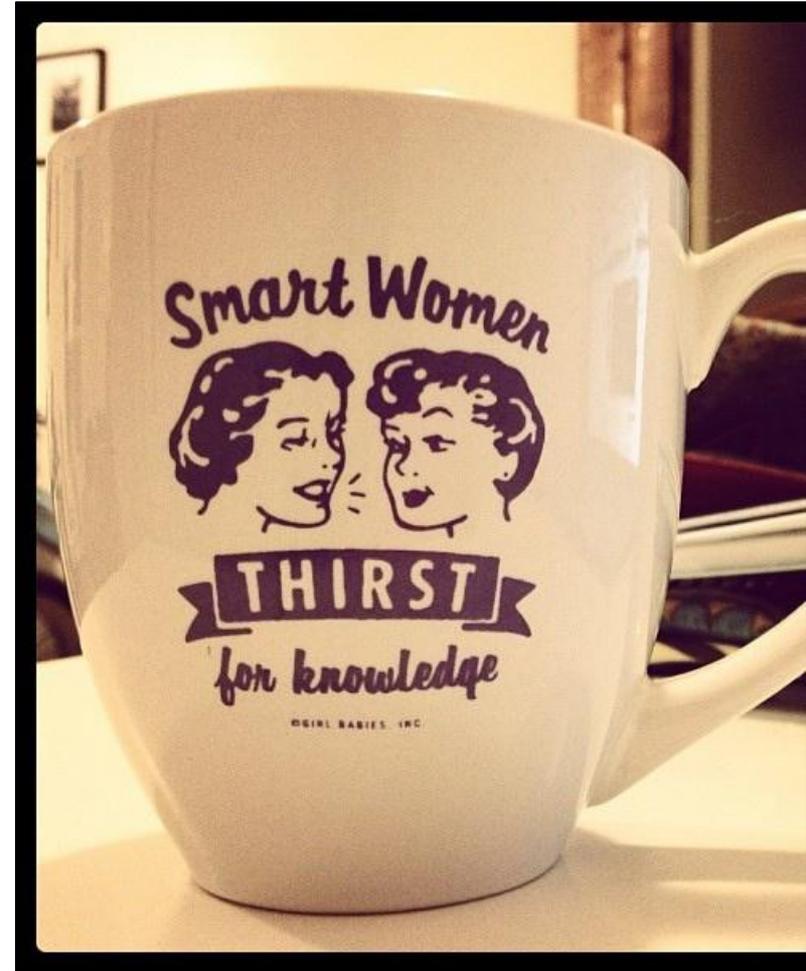
Didn't plan on tech training being part of your library work!

Three Rules

1. Ask stupid questions
2. Cheat
3. Make Mistakes

There is a thirst for knowledge...

- 1 in 5 Americans consider themselves non-users of the Internet.
- 80% of teachers give homework online.
- According to the FCC, digital literacy is one of the top three reasons Americans don't use PCs and the Internet, with 46% of non-users lacking the necessary skills.



Technology Access & Services: NOT AN OPTION



Survey says...

- **Library Services in the Digital Age**: 75% of Americans believe that access to technology is as important as research assistance and borrowing
- One in four Americans went to the library last year to use a computer and the Internet.

Learning is an art...it can be messy!



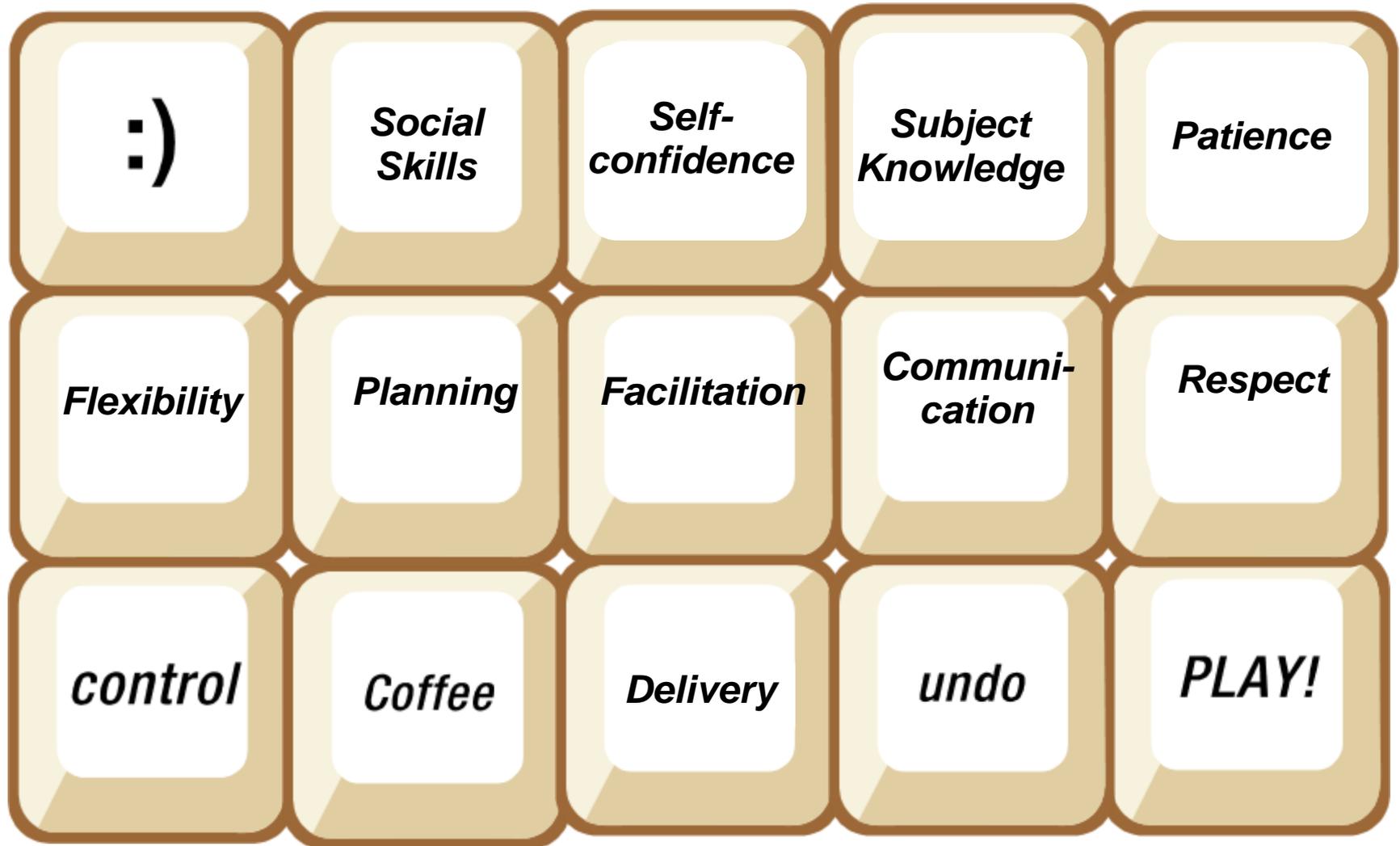
Keep Them Engaged!



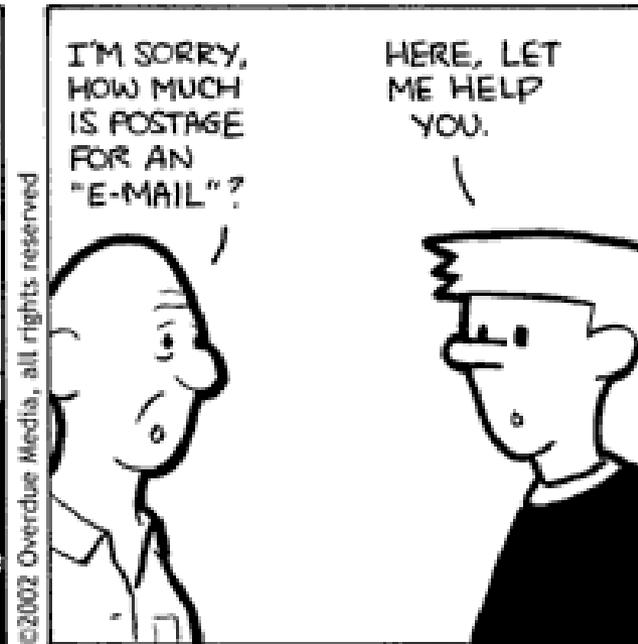


"I keep hitting 'escape,' but I'm still here."

Technology Trainer Skills



Organized Flexibility



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**I never teach my pupils.
I only attempt to provide
the conditions in which they
can learn.**

--Albert Einstein

Personal Interests



Let Them Do It!

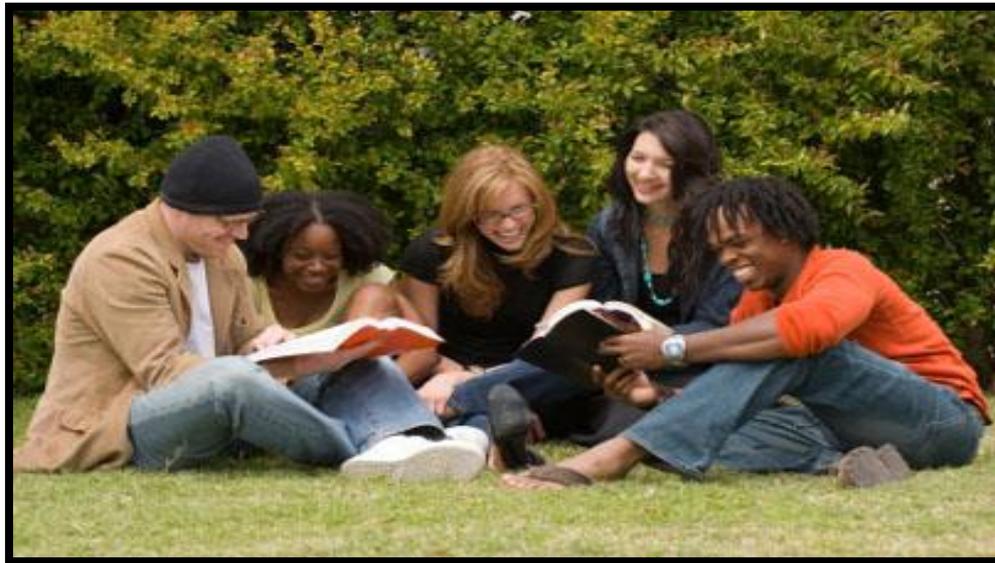


*The bubbling brook would lose its song
if you removed the rocks...*

Let go of control.

Learning Styles

- How a person takes in and processes information
- People differ in the ways they learn:
 - the type of information they learn best
 - their preferred sensory intake
 - individual preferences, personalities & experiences



People take in the world differently

Sensory Preferences

Visual

- Remember faces
- Take notes, likes flipcharts, graphics, handouts
- Learn best by reading or seeing it done
- Sit in the front of the class

Auditory

- Remember names, but forget faces
- Prefer lectures and listening
- Easily distracted by background noises
- Written information is not very helpful

Kinesthetic

- Remember experiences best
- Have a hard time sitting for long periods
- Doodles, gestures, like activities
- Learn best by doing it yourself

Zippidity Do Da!

**In every job that must be done
There is an element of fun
You find the fun and..snap!
The job's a game**



Training Cycle



Technology Training Models

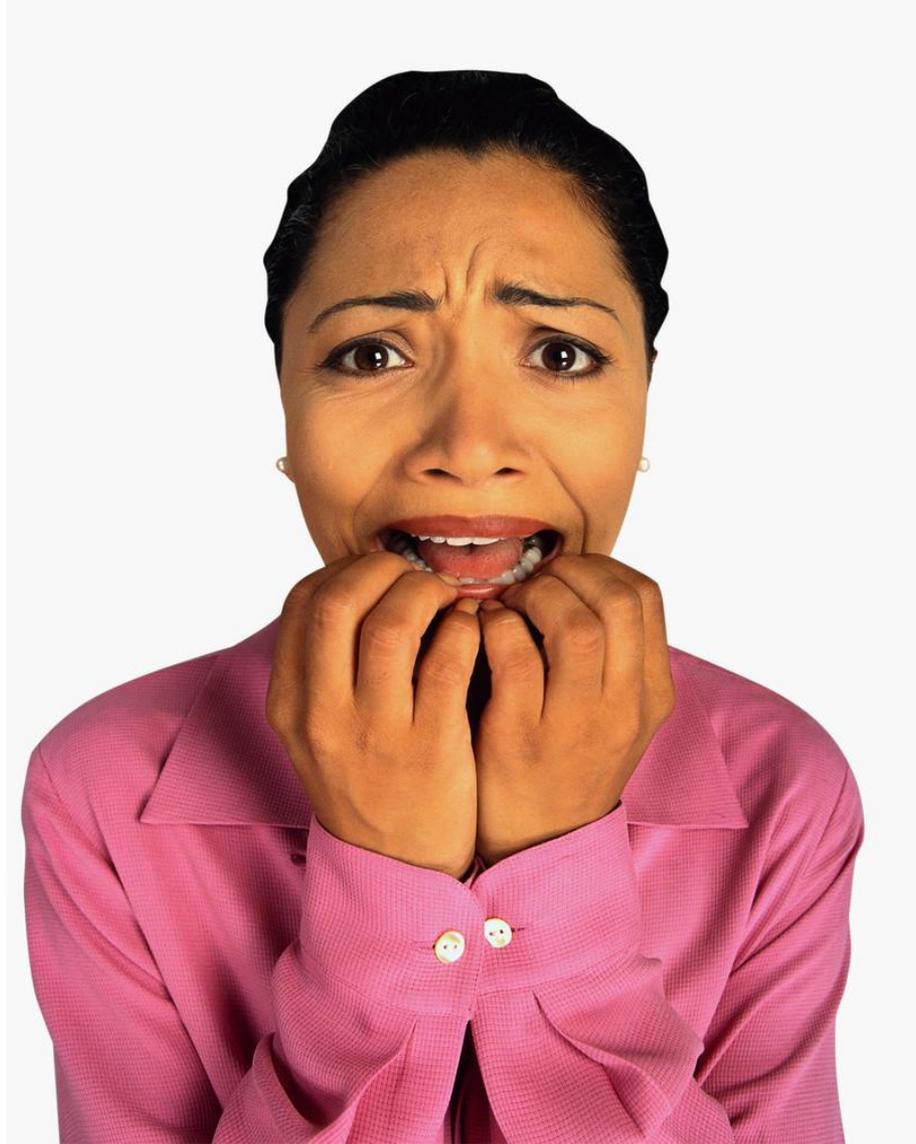
1. Individual Instruction
2. Open Lab
3. Computer Classes
4. Mobile Instruction
5. Online Training
6. Community Partner/Volunteer



Greatest Challenges



Glossophobia





WORRYING

Is using your imagination to create something you don't want.

10 Tips to Calm the Qualms

1. Acknowledge that nervousness is normal.
2. Don't apologize or call attention to nervousness.
3. Be aware of your breathing.
4. Remember that participants want you to succeed.
5. Have a positive and confident outlook, even if you fake it at first!
6. Establish a warm-up routine/checklist. Get comfortable and familiar with the room, equipment, lights, etc.
7. Know as much as you can about your audience.
8. Practice and practice.
9. Focus on the people and your message, not your nerves.
10. Start with a relevant joke or story to give accessibility to the content.

“Everything is more compelling when you talk like a human being, when you talk like yourself.”

— Ira Glass, This American Life NPR

Tool: Personal Learning Plan

Learning Goal

My learning goal for _____ (subject or topic) is
(What will you learn and when will you learn it by?)

To achieve my learning goal, I must learn
(What specific knowledge, information, skills do you need to acquire?)

To acquire that knowledge, I will use
(What specific resources will you use?)

To determine whether I have achieved that goal, I will
(What criteria will you use to determine whether you have met your goal?)

To demonstrate that I have achieved my goal, I will
(How will you prove that you have achieved your goal?)

Name: _____ Date: _____



What changes would you like to make in your training? What are you willing to do to achieve those results?

Any Questions or Concerns?



What Can You Do to Support Learners?

**Learning
is
creation;
can be
messy**

**Mind
and
Body**

**Engage
them**

**Organized
Flexibility**

**Focus on
the
Individual**

Be the Guide on the Side



From flickr.com; FL Keys, Monroe County Library



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