With a little help from my friends

Training staff remotely
Team?
Taskforce!

Round 1
Taskforce Alpha
(July 2020)

Round 2
Taskforce FAB
(August 2020)

Round 3
Taskforce STEW
(Sep/Oct 2021)

Round 4
Linkers
(Feb 2021)
HOW DO YOU TRAIN NEW STAFF REMOTELY, WHEN YOU DON'T HAVE TIME TO TRAIN THEM?
Sessions

1. Getting started & bookmarking
2. Linking checking (metadata review)
3. Purchasing 1 - Ebooks (under construction)
4. Purchasing 2 - CC & Completing
5. Claiming & Starting a review
6. Purchasing - intro to Oasis
7. Digitisations
Advantages of VLE

Flexible training
Allows training to be delivered as and when staff become available

Adapt, amend, review and re-use
Provides a single space to collect all resources and once in place can be re-used
See for yourself

Demonstrating the new VLE (beta)
Remote training

Online tools
Using VLE and Google docs

Feedback
Quizzes and surveys

Support
Teams and buddy system
“I THOUGHT THE TRAINING WAS VERY GOOD CONSIDERING THE CIRCUMSTANCES AND HOW DETAILED THE WORK ACTUALLY IS.”

— New Reviewer
Nicholas Heavey
(Academic Services Supervisor)
University of Sussex