

# Library Continuing Education Plan



## Instructions

### For the Director/Supervisor

This sample continuing education (CE) document can be used in conjunction with job descriptions and performance evaluations to plan for individual employee growth in the skills and competencies needed to perform their job. It can serve as a roadmap to plan the budget and time needed to support the employee in meeting expectations for service.

A good CE plan is informed by the Library’s goals and is integrated by the Director into the performance evaluation for each employee.

A CE plan that is kept current and regularly reviewed with the employee can help keep everyone accountable and on track with the goals identified in the plan.

If MSL Certification is a goal for all employees, the certification program requirements will help determine what the employee should focus on in their plan.

### Before You Start

You should gather these items:

- Library Strategic Plan and CE Goals
- Job Profile
- Latest Performance Evaluation

### Fill in Library Goals for Continuing Education

Goal 1 [SAMPLE: All Library employees will complete MSL Certification within 4 years of hire.]

Goal 2 [SAMPLE: All Library employees will attend 2 workshops each year.]

Goal 3 [SAMPLE: All Library employees will complete at least 3 hours of CE each year in at least 2 categories.]

[add, modify, or subtract goals as needed]

### Add Job Specific Information

The job description can help serve as a reminder of the purpose of the position.

Include job skills to focus on in the CE Plan. Skill gaps that are identified in a performance evaluation are a good place to start.

Job Description	Job Skills –
[SAMPLE job description - The customer service librarian provides friendly customer service at the main desk of the library, is proactive in doing circulation duties, and contributes actively to a	<ul style="list-style-type: none"> <li><input type="checkbox"/> [SAMPLE Assists patrons who want to print from their own devices to the library’s wireless-enabled printers]</li> <li><input type="checkbox"/> [SAMPLE Provides quality customer service to virtual users as well as to users in the building, ensuring that customer service principles are applied to online interactions]</li> <li><input type="checkbox"/> [SAMPLE Acts as a goodwill ambassador for the library, promoting the library’s values and services in all user interactions]</li> </ul>

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Job Description	Job Skills –
team centered approach to work.]	<input type="checkbox"/> [SAMPLE Maintains a calm, professional manner in difficult situations and applies effective communication techniques]

## Fill in the Details!

### CE Plan

CE Category	Title/Description	Online/In-person	Planned Start Date	Date Completed	Cost
The form includes sections for each of the 4 MSL CE categories	Workshop/Conference/Course Title				Include estimated costs to plan ahead for budget requests

### For the Employee

This sample CE document can be used in conjunction with job descriptions and performance evaluations to plan for your growth in the skills and competencies needed to perform your job.

As you and your supervisor identify goals related to your job, use the recommended continuing education sources listed in this document to select and plan what courses and workshops you will take. Make your plan balanced across CE categories but also concentrate on CE that is specific to your position and plans for advancement.

If you choose to work toward MSL Certification, create a plan that matches the certification requirements and timelines.

### CE Tracking Checklist

- Update your profile and contact information in ASPeN.
- Start a Certification Track.
- Track CE Credits in ASPeN after completing each planned activity.
- Review and update the CE Plan with your Supervisor at least twice each year.

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Employee Name	
Job Title	
Supervisor Name	
Date of Last Performance Evaluation	

## Library Goals for Continuing Education

Goal 1
Goal 2
Goal 3

## Job Description

Job Skills –
<input type="checkbox"/> Skill
<input type="checkbox"/> Skill
<input type="checkbox"/> Skill
<input type="checkbox"/> Skill
<input type="checkbox"/> Skill
<input type="checkbox"/> Skill

# Library Continuing Education Plan



CE Plan Start Date
CE Plan End Date

## CE Plan

CE Category	Title/Description	Online/In-person	Planned Start Date	Date Completed	Cost
Library Administration					
Library Services to the Public					

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CE Category	Title/Description	Online/In-person	Planned Start Date	Date Completed	Cost
<b>Collection Management and Technical Services</b>					
<b>Technology</b>					
<b>Other</b>					

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## Learn More about MSL Certification

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[MSL Certification Webpage](#) – learn about options and requirements for Trustees, Directors, and Staff.

[Continuing Education and Certification How-to Articles](#) – recording continuing education credits in ASPeN is an efficient way to track your progress.

## Continuing Education Sources

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[ASPeN Event Calendar](#) – find and register for Montana State Library and Montana Library Association events.

[MSL Learn](#) – Montana State Library’s online learning platform.

[MSL YouTube Channel](#) – find recorded sessions from CE events to watch at your convenience and then claim CE credits in ASPeN.

[Subscribe to the MSL Continuing Education Newsletter](#) – monthly updates with recommended CE activities.

[Montana Library Association \(MLA\)](#) – MLA sponsors workshops, conferences, and other continuing education opportunities.

[WebJunction](#) – MSL sponsors access to a large collection of live webinars and online courses across all CE categories and jobs.

**Other** – trainings offered through your municipal or county government are a very good source for continuing education.