



Time, Technology and Techniques

Satellite-Delivered Teleconferences for Library Staff

Building Another Bridge: Equal Access to Technology for Special Populations – Daneen Richardson, Graham Hospital School of Nursing, Illinois

Friday, November 15, 2002 (Noon – 2:00 Eastern Time)

Effective use of technology has become a critical component of information retrieval. Does this leave the blind, the deaf, the elderly and any other group with special challenges on the far side of a new digital divide? This workshop will offer a practical, humanistic approach to providing access to technology for special populations.

Time Management: Getting Things Done – Debra Wilcox Johnson, Johnson & Johnson Consulting, Wisconsin

Friday, January 24, 2003 (Noon – 2:00 Eastern Time)

All of us are feeling overloaded at work, and we think we can extend the day beyond 24 hours. Debra Wilcox Johnson, a regular presenter for the Soaring series, explores practical techniques for managing your work, offering you a wide range of suggestions for more effective use of your time. Debra will discuss negotiating deadlines and work assignments, being more realistic about the time available, and maintaining a balance between work and home.

Library Support Staff Soar to Great Heights: How Library Workers Give Back – Penny Mandziara, Bensenville Community Public Library – Illinois and Janis Williams, Elmhurst College Library – Illinois

Friday, March 21, 2003 (Noon – 2:00 Eastern Time)

This program focuses specifically on library support staff and what they are already doing to enhance their jobs, their skills, their libraries, their attitudes and their relationships with patrons, students, or co-workers. Penny and Janis will explore resources such as *Library Mosaics* and ALA's *Career Ladders*.

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