

Skill Up with ALN Template

This series of hour-long sessions is designed to **shine a light on different roles and areas of library life**, helping staff gain a clearer understanding of how each part of the service operates.

Each session will:

- **Break down a specific area of library work**, offering a practical overview of what's involved.
- **Show how that area connects to the wider service**, giving attendees a sense of its impact and purpose.
- **Explore the roles and responsibilities** within that area—whether it's a solo role or part of a team, and what levels of staff are typically involved.

To make things even clearer, sessions will include a glossary of key terms, acronyms, initialisms and phrases commonly used in that area—so everyone leaves with greater confidence and understanding.

Template for the session

1. Welcome & Introduction (5–10 mins)

Start the session outlining the plan:

- Let attendees know the session is being recorded and will be available on the **ALN Skill Up** webpage.
- Introduce the speaker(s), sharing a brief overview of their background and career path. Highlight the variety of routes people take into similar roles — it's inspiring and informative to hear how other people came to where they are now!

2. Provide insights into the Role (20 mins)

Take attendees inside the work:

- Describe what the role involves day to day.
- Explain who's typically involved—solo roles, team-based work, and levels of responsibility.
- Help attendees understand how this area fits into the bigger picture of library services.

3. Key Takeaways & Glossary (5–10 mins)

Wrap up the presentation with:

- A summary of key facts and insights.
- A glossary of commonly used terms, acronyms, initialisms and phrases—making the language of the role more accessible.

4. Q&A (15–20 mins)

Open the floor for questions:

- Encourage attendees to ask via chat or speak up directly.
- Create space for open and involved conversations.

5. Feedback & Follow-Up (<5 mins)

- Share the link to the feedback form in the chat.
- Let attendees know it'll also be emailed after the session.
- Remind them the form will stay open for two weeks—every response helps shape future sessions.

After the session

ALN Development Managers will **handle and share the session recording**, making it available on the **ALN Skill Up** webpage. They'll also send it directly to attendees—and to anyone who registered but couldn't join live.

They'll also **distribute the feedback form** during the session and follow up with a reminder one week later. The form will stay open for two weeks to give everyone time to respond.

Once feedback is collected, Development Managers will **compile and share a summary** with the session hosts and the **ALN Staff Development Planning Group**, helping shape and improve future sessions.