Online Learning Resources FOR LIBRARIES!

Infobase
LEARNING CLOUD

NEW!

Help Your Patrons Develop New Skills and Learn New Technology

Infobase Learning Cloud is an online learning system for public libraries and their cardholders. With Infobase Learning Cloud, library staff and patrons have unlimited, simultaneous access to online learning resources on the most popular software topics and in-demand soft skills.

Patrons and staff benefit from self-paced, easy-to-use courses, customizable modules, and secure digital tools specifically tailored for your institution in a proven Learn It, Prove It methodology. Learners have the option to put what they learn into an effective self-guided assessment for each module or concept, giving them the confidence to advance at work and in their lives.

Infobase Learning Cloud offers hundreds of courses across a broad range of subject areas appealing to patrons of all ages and skill levels, from beginners learning new technology or devices to professional users expanding their skills.

Offer On-Demand Access to the Skills and Information Your Patrons Seek:

- Improve job skills by providing specific resources that fit individual users' needs
- Help users of all ages become more proficient on basic computer applications with easy-to-understand videos
- Let users access content when convenient with bite-size on-demand modules

Lifelong Learning Resources for Your Patrons

Technology Training

Soft Skills

College and Career Skills

Time Management

Communication

Self Improvement

See next page for featured course listings.

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Contact us for a FREE TRIAL

CALL: **(800) 322-8755**
FAX: **(212) 313-9456**

OnlineSales@Infobase.com
www.Infobase.com

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LEARNING COURSES

Explore hundreds of courses and thousands of videos, including:

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LEARNING CLOUD

Popular Technology Essentials

- Zoom Training
- Excel – Office 365
- Word – Office 365
- Windows 10
- Office 365 Teams
- Office Online: In-Depth
- Access
- WordPress 4.9
- Photoshop
- iOS
- and many more

Popular Personal Success Essentials

- Keys to Networking and Internships
- Professional Etiquette
- Over the Rainbow Customer Service Training
- Effective Listening Training
- Professionalism in the Workplace
- Responsible Decision-Making
- How Do I Manage My Time?
- Developing Self-Management Skills
- Emotional Well-Being and Stress Reduction
- Communication Tune-Up Training
- and many more

5 Ways to Offer Professional & Personal Development for Your Community

1. **Offer technology training for adults looking to master new tools, apps, and software.**

   Suggested topics: *Adobe Suite Training, Microsoft Office Training, Screen Recording - Setting Up Training, WordPress, Qualtrics*

2. **Host a series for community members entering the workforce or changing careers.**

   Suggested courses: *Best Practices for Creating a Resume, Keys to Networking and Internships, Writing a Winning Cover Letter, Landing the Job: Interview Techniques*

3. **Schedule a hands-on program for seniors in the community focusing on technology basics, like setting up an email account or exploring their iPads.**

   Suggested courses: *Computer Literacy Training, Office for iPad - Fundamentals Training, Staying Connected Training, Using the Photos App on Your Apple Device, Zoom Training*

4. **Offer an online workshop for parents and children preparing for college.**

   Suggested courses: *What Is Financial Aid?, Completing a FAFSA Training, What Should I Look for on a Campus Visit? Transitioning from High School to College*

5. **Help reduce stress for your library colleagues with Social and Emotional Learning in-service training days for staff.**

   Suggested courses: *Nutrition, Movement, and Emotional Well-Being; Navigating Relational Conflict; Successful Time Management*

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