Training

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Part of **Clarivate**

Training Services for Sierra & Millennium Library Partners

At Innovative, we understand the importance of training—when you join the Innovative family, when you upgrade to the latest versions of our software, and when you experience change in your library.

To ensure your staff is properly trained and can fully operate your Millennium or Sierra solution, we offer a variety of training services—online or onsite—to help you navigate your system.

We are here to help you every step along the way. With our training services, an experienced Senior Library Training Consultant will engage your staff in a variety of ways:

ONLINE TRAINING

- **Who:** An individual library, up to ten attendees
- **What:** A hands-on training experience conducted entirely online
- **Where:** Our virtual classroom offers training for staff in the same room, or separate locations
- **Duration:** Quoted in two hours increments. A full day of online training is 6 hours.

Note: Length of online training may vary per library need and situation.

ONSITE TRAINING

- **Who:** An individual library, for all staff in need of training
- **What:** A hands-on training experience, customized to your library's needs
- **Where:** Onsite at the location of your choice
- **Duration:** All training can be delivered onsite, but requires a minimum of two days of training

CORE TRAINING TOPIC

TOPIC	DURATION
Circulation and Circulation Parameters	2 days
Cataloging	1 day
Serials	0.5 day
Acquisitions and Acquisitions Parameters	2 days
ERM	1.5 days

Need refresher training on the core topics instead? We'll work with you to customize our standard agendas, and can cover topics in one-day increments or half-day sessions on specific topics, relevant to your library.

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ADDITIONAL PRODUCT TRAINING

TOPIC	DURATION
Program Registration	3 hours
Course Reserves	3 hours
Materials Booking	3 hours
Media Management	2 hours
Encore/WebPAC Admin	3 hours for a short WebPAC overview + Encore elearning, full day for in-depth WebPAC training
System Administration Basics	1 day
ILL Services	3 hours
Reports and Statistics Overview	1 day
VITAL Applications	4 hours
Decision Center	2 hours

SHORT FEATURE SESSIONS

TOPIC	DURATION
Customizing Print Templates (Cataloging, Circulation or Acquisitions Templates)	2 hours
Acquisitions Edifact Ordering/Invoicing	2 hours
Fiscal Close	2 hours
Circulation Statistics	2 hours
Create Lists Basic	2 hours
Create Lists Advanced	2 hours
Global Update Basics	2 hours
Serial for Beginners—Check in and Claiming	2 hours
Yearly Events in Acquisitions	2 hours
Yearly Events in Circulation	2 hours
Getting Started with Sierra SQL Reporting	2 hours

Note: One training day is equivalent to six hours of content.

SIERRA/MILLENNIUM WORKSHOPS

- **Who:** Group sessions with attendees from multiple libraries
- **What:** Commonly scheduled courses: System Coordinator Basics with ASAA, Reports and Statistics for System Coordinators, WebPAC Administration— full list available on CSDirect
- **Where:** Online, or onsite at the location of your choice
- **Duration:** Varies between 1–3 days, depending on the type of training required

WORKFLOW CONSULTING (SYSTEM AUDIT)

- **Who:** An individual library
- **What:** An in-depth review of workflows, products, features, and system codes to identify opportunities for improvement and efficiencies
- **Where:** Onsite at the location of your choice
- **Duration:** Depending on focus, 2—3 days with a follow-up written report by our staff
- **Holds Audit:** 1 hour and 3 hours trainer preparation / review of system settings

LOAD PROFILE TRAINING

- **Who:** Group sessions with attendees from multiple libraries
- **What:** Onsite workshop to learn how to edit / create load tables for your system
- **Where:** "Virtual," "Microsoft Teams"
- **Duration:** Training will be 16 hours in 4 sessions (4 hours each)

Ready to learn more about Innovative training services?
Contact us today at info@iii.com

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