

Official Record of Earned Continuing Education Activities Public Librarian/Library Associate

The Maryland State Library Agency monitors the certification of Maryland public librarians and public library associates.

Each public librarian and library associate are required to earn **90 contact hours** to renew their certification every five (5) years. To renew their certification, each public librarian/public library associate must submit a record of their earned contact hours.

This form serves as a record for a training activity when no formal documentation is available, such as a Certificate of Completion. The Staff Development Coordinator is required to sign to verify the validity of the learning activity.

Information Requested	User Input Details
Name of Participant:	
Name of Activity:	Skills and Tools for New Managers
Description of Activity:	This session will help to equip new and aspiring managers with essential leadership skills to successfully transition from individual contributor to effective team leader. New leaders will learn how to prioritize tasks, delegate responsibility, foster accountability and ownership, motivate and coach individuals and teams, assess skills, hire and develop talent, communicate professionally, and build trust and respect—while mastering the critical shift in mindset when former peers become your subordinates.
Learning Objectives:	1. Describe habits that help new managers build trust, communicate effectively, and successfully lead former peers. 2. Apply accountability practices by implementing regular goal and expectation-setting and follow-up conversations that empower staff to take ownership of their professional experience. 3. Explain the core roles and responsibilities of an effective manager, describe essential leadership concepts, apply management techniques to lead and develop employees, analyze common workplace challenges to identify effective solutions, and evaluate their own management practices. This session equips new and aspiring managers with the essential knowledge, skills, and practices needed to transition from peer to team leader successfully. Participants will explore the core roles and responsibilities of effective managers and learn practical strategies for building trust, communicating effectively, setting clear goals and expectations, and fostering accountability and employee ownership. Through practical management techniques, participants will strengthen their ability to lead, develop, coach, and support employees; navigate the unique challenges of managing former peers; and identify effective solutions to common workplace challenges. Participants will also reflect on their own management practices and develop a foundation for leading with confidence, consistency, and purpose.
Date(s) of Activity:	October 12, 2026
Sponsoring Agency:	Washington County Free Library
Number of Contact Hours:	1.0

Signature of Staff Development Coordinator

I HEREBY CERTIFY that the information provided is true and correct to the best of my knowledge.

Name:	Date:
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