DO get out of your cubicle -- talk learning and training with anyone and everyone on staff.
DO the same with a strong focus on key staff movers and shakers.
DO find or cultivate some kindred spirits who will be your champions.
DO involve staff at all levels and DO invite them to contribute and participate.
DO provide support for staff: train-the-trainer sessions, one-on-one advice and skill-building, talking with their supervisor, providing resources, trouble-shooting ahead of time or at the class.
DO set up both specific and open opportunities for staff to share their knowledge.
DO use and promote training as a development opportunity for staff.
DO provide staff contributing to your learning program some sort of public and/or private recognition.
DO publicize what’s going on in your learning world – what you’re doing, why and what results you’re getting.
DO have a spot on your intranet (or blog, wiki etc) or an electronic folder that’s accessible to all where you can post things going on in your library’s learning world.
DO give senior staff what they need to show the value of the library to others both internally and externally.
DON’T be intimidated! Ten percent of the time is plenty ;-) 
DON’T hesitate to ask for help and advice from other learning and training folks in library land

Sandra Smith 09