

ACTION PLAN and RESOURCE REQUEST FORM 2016 - 2017

Continuing Professional Development & Workplace Learning

Objectives of Professional Unit 2016-17:

- 1. *Develop a robust and varied selection of continuing professional development opportunities to better prepare IFLA and the global library workforce to support 21st century users.***
This primary objective supports all four of the IFLA Strategic Directions - but gives special focus to Strategic Direction #2 (Information and Knowledge) by helping libraries and library workers prepare themselves to become true “catalysts of innovation.”
- 2. **Promote the importance of continuing professional development within IFLA and libraries as a means of advancing both libraries and the societies they serve.****
This work supports Strategic Direction #4 (Capacity Building) by helping raise the voices of libraries and library workers to advocate for political, economic and social change.
- 3. **Establish clear standards for use by libraries and library workers to shape continuing professional development programs.****
This work primarily supports Strategic Direction #2 (Information & Knowledge) by establishing clear guidelines by which organizations and individuals can evaluate and continuously improve their CPD programs.
- 4. *Create a more open and engaging environment for the CPDWL section activities to increase knowledge sharing and advance the work of the section as well as to model best practices for the workplace.***
This work helps support Strategic Direction #1 (Libraries in Society) by modeling “literate, informed and participatory societies.”
- 5. **Improve the communication work of the CPDWL section.****

Objectives	Project or activity	Main tasks	Responsibilities and timeline	Resources	Communications	Measures of success	Progress
1. Develop a robust and varied selection of continuing professional development opportunities to better prepare IFLA and the global library workforce to support 21st century users.	1.1 Develop and deliver 3 open sessions for WLIC 2017 (tentative topics: CPDWL guidelines and Assessment in collaboration with other sections.	<p>1.1.1 Develop programs either independently or with other IFLA sections/ SIGs.</p> <p>1.1.2 Ensure participative methods.</p> <p>1.1.3 Submit program proposals to Professional Committee</p> <p>1.1.4 Invite / select speakers</p> <p>1.1.5 Promote sessions through various media</p>	<p>1.1.1 Sandy, Jane, Vivian, Gillian, Mary??. October 2016.</p> <p>1.1.2 the planning group.</p> <p>1.1.3 CPDWL session planning group. November 2016.</p> <p>1.1.4 CPDWL session planning group. December 2017.</p> <p>1.1.5 CPDWL SC members</p>	<p>Cochair responsible for this: Catharina</p> <p>People: Working group. SC members who volunteers to do the work, take part in the sessions.</p> <p>Rooms: Rooms at the WLIC which support participative methods.</p>	<p>IFLA website</p> <p>CPDWL webpage</p> <p>CPDWL blog</p> <p>Facebook page</p> <p>CPDWL newsletter</p> <p>Other national and association listservs</p>	<p>Positive post-session evaluations.</p> <p>Positive mentions on social media.</p> <p>Large audience.</p> <p>Many section members actively involved in the session</p>	
	1.2 CPDWL mentoring/coaching/consultative role for IFLA WLIC participants -	<p>1.2.1 Discuss with CPDWL SC</p> <p>1.2.2 Identify leads.</p>	1.2.1. CPDWL. August 2017	Cochair responsible for this: Catharina/Ewa	With section HQ, and division chair.	<p>Establish this program.</p> <p>Positive post-mentorship evaluation</p>	

	Explore idea of providing this during the WLIC.	<p>1.2.3 Explore if this is doable and who to collaborate with.</p> <p>1.2.4 Discuss with PC and HQ.</p> <p>1.2.3 Promote and deliver pilot program in 2018.</p>		<p>People: Working group. SC members who volunteers to do the work, take part in the program.</p> <p>Rooms: Rooms at the WLIC which support participative methods.</p>			
	1.3 Update the conference /satellite planning manual	<p>1.3.1 Review existing manual to identify where changes are required. According to evaluation of satellite.</p> <p>1.3.2 Draft revisions</p> <p>1.3.3 Share with CPDWL for feedback.</p> <p>1.3.4 Post online.</p>	<p>1.3.1 Susan & Ewa</p> <p>1.3.2 Susan & Ewa</p> <p>1.3.3 January, CPDWL SC</p> <p>1.3..4 Information Coordinator</p>	<p>Cochair responsible for this: Ewa</p> <p>People: Secure that the manual is used and updated by the SC members.</p>	IFLA website CPDWL webpage	CPDWL members have all the information they need to plan effective conference sessions and satellite meetings.	

	1.4 Offer at least three webinars a year on topics of interest to new professionals.	<p>1.4.1 Identify topics</p> <p>1.4.2 Identify leads for each webinar.</p> <p>1.4.3 Promote webinars</p> <p>1.4.4 Deliver webinars.</p>	<p>1.4.2 Subgroup led by Loida (Sandy Hirsh Jane Dysart Ray pun Matilde Fontaine Almuth Gastinger Mary Ellen Davis</p> <p>1.4.2 Subgroup led by Loida</p> <p>1.4.3 CPDWL members.</p> <p>1.4.4 Subgroup led by Loida</p>	<p>Cochair responsible for this: Ewa</p> <p>People: Working group. SC members who volunteers to do the work, take part in the webinars.</p> <p>Technology: ALA is in charge of this.</p>	<p>IFLA website</p> <p>CPDWL webpage</p> <p>CPDWL blog</p> <p>Facebook page</p> <p>CPDWL newsletter</p> <p>NPSIG, ALA and other national and association listservs</p>	<p>Succeed in offering three webinars a year</p> <p>Positive post-webinar evaluations</p> <p>Large number of participants</p>	
2. Promote the importance of continuing professional development within IFLA and libraries as a means of advancing both libraries and the societies they serve.	2. 1 Explore concept of CPD award	<p>2.1.1 Explore all pros and cons.</p> <p>2.1.2 Ensure sustainability in the work.</p> <p>2.1.3 Present for CPDWL SC</p> <p>2.1.4 decision how to move on.</p>	<p>2.1.1 Ulrike, Vivian</p> <p>2.1.3 August 2017</p>	<p>Cochair responsible for this: Catharina</p> <p>Funding of this.</p> <p>People: Working group. SC members who</p>	<p>Discuss with HQ and PC when the work evolves.</p>		

				volunteers to do the work.			
	2.2 Publications - papers	2.2.1 Publish the Milnerton papers and possibly a few from the cancelled Cleveland satellite	2.2.1 Eileen, Holly, Juanita. Milnerton: November 2016. Cleveland: May 2017.	Cochair responsible for this: Ewa	IFLA Library CPDWL webpage CPDWL blog Facebook page CPDWL newsletter	Finalize publication	
	2.3 Help librarians transfer learning back to work place	2.3.1 Add tools on CPDWL webpage to support transferring learning	2.3.1 Catharina, Cindy, Mary August 2017	Cochair responsible for this: Catharina People: Working group. SC members who add content.	CPDWL webpage CPDWL blog Facebook page CPDWL newsletter		
3. Establish clear standards for use by libraries and library workers to shape continuing professional	3.1 Continue the implementation of the IFLA CPD Guidelines.	3.1.1 Post the executive summary on the CPDWL webpage. 3.1.2 Translate The IFLA CPD	3.1.1 Information Coordinator. September 2016. 3.1.2 Gill, Jana 2017	Cochair responsible for this: Ewa Funding: Translations	IFLA website CPDWL webpage CPDWL blog Facebook page	Translation into other languages Dissemination to a broad public	

development programs.		<p>Guidelines into multiple languages. Post to IFLA website.</p> <p>3.1.3 Promote the standards on national and association websites.</p> <p>3.1.4 Host a session on Guidelines at WLIC 2017.</p>	<p>3.1.3 CPDWL SC</p> <p>3.1.4 Sandra, Gillian, Jane, Vivian. August 2017.</p>	<p>People: Working group. SC members who volunteers to do the work</p>	<p>CPDWL newsletter</p> <p>Other national and association listservs</p>	<p>A well participated session in 2017</p>	
4. Create a more open and engaging environment for the CPDWL section activities to increase knowledge sharing and advance the work of the section as well as to model best practices for the workplace	4.1 Adopt more participatory practices in standing committee meetings.	<p>4.1.1 Pilot new meeting practices.</p> <p>4.1.2 Seek feedback from the members on the new models.</p>	<p>4.1.2 SC Officers</p> <p>4.1.2 SC Officer</p>	<p>Cochair responsible for this: Catharina</p> <p>Rooms: Rooms at the WLIC which support participative methods.</p>	<p>SC mailing list</p>	<p>Increased motivation and engagement in the CPDWL work.</p>	
	4.2 Implement midyear virtual SC meeting	4.2.1 Pilot new meeting methods and place.	4.2.1 January/February Mary - tool Vivian - date	<p>Cochair responsible for this: Catharina</p>	<p>SC mailing list</p>	<p>Increased motivation and engagement in</p>	

		4.1.2 Seek feedback from the members on the new models.	Ewa, Catharina - agenda	<p>People: Working group.</p> <p>Technology: A virtual meeting space open for SC during a preset time.</p>		the CPDWL work.	
5. Improve the communication work of the CPDWL section	5.1 Develop the CPDWL communication	<p>5.1.1 Get working group started.</p> <p>5.1.2 Update communication plan and set roles and responsibilities</p> <p>5.1.4 Involves all of the SC in communication.</p> <p>5.1.5 Update list of publications on the web page. Needs of updates or removal?</p>	<p>5.1.1 Mary, Gill, Jane, Ray B</p> <p>5.1.5 Mary, Vivian Januari 2017</p> <p>5.1.6. Juanita, dec 2016, jun 2017</p> <p>5.1.7 SC August 2017</p>	<p>Cochair responsible for this: Ewa</p> <p>People: Working group. SC members who shares their information and knowledge.</p> <p>Communication channels/ platforms</p>	<p>IFLA website</p> <p>CPDWL webpage</p> <p>CPDWL blog</p> <p>Facebook page</p> <p>CPDWL newsletter</p> <p>Other national and association listservs</p>	<p>Win the communication award of the year 2017</p> <p>Ensure that everyone interested in CPD knows about available initiatives.</p>	

		5.1.6 Make 2 CPDWL Newsletters					
		5.1.7 Determine the future of the CPDWL newsletter.					
		5.1.7 Communicate :)					

Resource requirements

<p>Project or activity and Main task</p>	<p>3.1 Continue the implementation of the IFLA CPD Guidelines.</p> <p>Objective: Establish clear standards for use by libraries and library workers to shape continuing professional development programs.</p>
<p>Resources</p> <p>For what do you need resources in relation to this task? Match your needs again the resources listed below*</p>	<p>Funding:</p> <p>Translate the IFLA CPD Guidelines into multiple languages.</p> <p>Resources needed - translations.</p> <p>The translated guidelines will be made available on the IFLA CPDWL website.</p>

Amount of funding.
How much money would you like to request from Professional Committee Funds?

Help is needed from HQ to define what amount is needed for translations.

Timing

2017