

ACTION PLAN and RESOURCE REQUEST FORM 2017 - 2018

Continuing Professional Development & Workplace Learning

Objectives of Professional Unit 2017-18:

- 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.	<p>1.1 Develop and deliver 4 open sessions for WLIC 2018</p> <p>(a) Knowledge Café – with KM (0 hrs)</p> <p>(b) Hackathon (1 hr)</p> <p>(c) Data Librarians & Skills – with Science & Technology Libraries (0 hrs)</p> <p>(d) CPD Guidelines (1 hr)</p>	<p>1.1.1 Develop programs either independently or with other IFLA - sections/ SIGs. ** Consider partners for the Hackathon event</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 WLIC 2018 session planning groups:</p> <p>(a) KM Knowledge Café: Jane Dysart & Monica Ertel</p> <p>(b) Hackathon: Jane Dysart, Monica Ertel, Catharina Isberg, Ray Pun</p> <p>(c) Data Librarians & Skills: Svetlana Gorokhova, Matilde Fontanin, Almuth Gastinger</p> <p>(d) CPD Guidelines: Vivian Lewis, Mary Jo Romaniuk, Ewa Stenberg, Juanita Jara de Sumar, Svetlana Gorokhova, Matilde Fontanin</p>	<p>Co-Chairs have overall responsibility</p> <p>Working groups for each session: SC members who volunteer 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>	Working groups established: 8/17

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			<p>1.1.2 All the planning groups</p> <p>1.1.3 CPDWL session planning groups</p> <p>1.1.4 CPDWL session planning groups</p> <p>1.1.5 CPDWL SC members</p>				
	1.2 CPDWL coaching/ consultative role for IFLA WLIC participants - Explore idea of providing this during the WLIC.	<p>1.2.1 Discuss with CPDWL SC</p> <p>1.2.2 Discuss with PC and HQ.</p> <p>1.2.3 Promote and deliver pilot program in 2018.</p>	<p>1.2.1. CPDWL SC2. August 2017</p> <p>1.2.2 <i>Catharina Isberg, Ewa Stenberg, Almuth Gastinger, Ulrike Lang, Susan Schnuer.</i>"</p>	<p>Overall responsibility: Catharina Isberg</p> <p>Rooms: Rooms at the WLIC which support participative methods.</p>	With section HQ, and division chair.	<p>Establish this program.</p> <p>Positive post-mentorship evaluation</p>	<p>Proposal put together 8/17</p> <p>Working group identified 8/17</p>
	1.3 Update the conference /satellite planning manual	1.3.1 Review existing manual to identify where changes are required. According to	<p>1.3.1 Susan Schnuer & Ewa Stenberg</p> <p>1.3.2 Susan Schnuer & Ewa Stenberg</p>	<p>Overall responsibility: Gill Hallam</p> <p>People:</p>	IFLA website CPDWL webpage	CPDWL members have all the information they need to plan effective	<p>Draft circulated 8/17</p> <p>Susan & Ewa will revise and get final input</p>

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		<p>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>1.3.5 Ensure regular review and updating</p>	<p>1.3.3 CPDWL SC</p> <p>1.3.4 Information Coordinator</p> <p>1.3.5 One of the co-chairs (2017-18 Gill Hallam)</p>	<p>Ensure that the manual is used and updated by the SC members.</p>		<p>conference sessions and satellite meetings.</p>	<p>before 1 Oct 2017</p>
	<p>1.4 Offer at least three webinars a year on topics of interest to new professionals.</p>	<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>1.4.1 Working group led by Mary Ellen Davis</p> <p>1.4.2 Subgroups led by Mary Ellen Davis</p> <p>1.4.3 CPDWL members.</p> <p>1.4.4 Working group led by Mary Ellen Davis</p>	<p>Co-Chair responsible for this: Sandy Hirsh</p> <p>People/ Working group: Matilde Fontanin, Rebecca Miller, Ray Pun. For Spanish speaking webinars: Juanita Jara de</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>	<p>Working group identified 8/17</p>

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				Sumar and Loida Garcia-Febo. Technology: ALA is in charge of this.			
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 Publications - papers	2.1.1 Publish the Milnerton papers and possibly a few from the cancelled Cleveland satellite	2.1.1 Eileen Breen, Holly Hubenschmidt, Juanita Jara de Sumar. Milnerton: November 2016. Cleveland: May 2017.	Overall responsibility: Ewa Stenberg	IFLA Library CPDWL webpage CPDWL blog Facebook page CPDWL newsletter	Finalize publication	To be finalised by HQ 9/17
	2.2 Help librarians transfer learning back to work place	2.2.1 Add tools on CPDWL webpage to support transferring learning	2.2.1 Working group: Catharina Isberg, Mary Laskowski, Anne Lehto, Mary Chute & Gill Hallam	Overall responsibility: Catharina Isberg People: Working group.	CPDWL webpage CPDWL blog Facebook page CPDWL newsletter		Working group identified 8/17

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				SC members who add content.			
	2.3 Ensure that the SC has full complement of members (20)	2.3.1 Actively promote the value of being a member of the CPDWL SC 2.3.2 Engage the interests of national associations and individuals	2.3.1 SC Officers 2.3.2 SC Officers	Overall responsibility: Gill Hallam, Sandy Hirsch People: All SC members	Integrate into Communications Plan (see Objective 5)	Nominations received for the 2019 elections	
3. Establish clear standards for use by libraries and library workers to shape continuing professional development programs.	3.1 Continue implementation of the IFLA CPD Guidelines.	3.1.1 Coordinate the translation of the IFLA CPD Guidelines into multiple languages: Full document, Executive summary & posters 3.1.2 Post the translations on the CPDWL webpage.	3.1.1 Gill Hallam, Jana Varlejs 3.1.2 Information coordinator 3.1.3 CPDWL SC 3.1.4 See 1.1.1 (d)	Overall responsibility: Gill Hallam Funding: Translations People: Working group. Vivian Lewis, Mary Jo Romaniuk, Ewa Stenberg, Juanita Jara de Sumar,	IFLA website CPDWL webpage CPDWL blog Facebook page CPDWL newsletter Other national and association listservs	Translation into other languages Dissemination to a broad public A well participated session in 2018	Full translations: German Swedish Executive Summary: German Swedish Posters: German Swedish Norwegian Polish French Italian

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		<p>3.1.3 Promote the standards on national and association websites.</p> <p>3.1.4 Host a session on Guidelines at WLIC 2018: see 1.1.1.(d)</p>		Svetlana Gorokhova, Matilde Fontanin, Jana Varlejs, Ulrike Lang			Spanish Russian Arabic Chinese Japanese Serbian
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>4.1.1 SC Officers</p> <p>4.1.2 SC Officers</p>	<p>Overall responsibility: Sandy Hirsh & Gill Hallam</p> <p>Rooms: Rooms at the WLIC which support participative methods.</p>	SC mailing list	Increased motivation and engagement in the CPDWL work.	
	4.2 Implement midyear virtual SC meeting	<p>4.2.1 Determine meeting methods and place.</p> <p>4.1.2 Seek feedback from</p>	4.2.1 Timing of virtual meetings to reflect IFLA activities (eg Global Vision)	<p>Overall responsibility: Sandy Hirsh & Gill Hallam</p> <p>People:</p>	SC mailing list	Increased motivation and engagement in the CPDWL work.	

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		the members on the new models.		To contribute ideas Technology: A virtual meeting space open for SC during a preset time.			
5. Improve the communication work of the CPDWL section	5.1 Develop the CPDWL communication plan	5.1.1 Establish working group 5.1.2 Update communication plan and set roles and responsibilities 5.1.4 Involves all of the SC in communication. 5.1.5 Update list of publications on the web page. Needs of updates or removal?	5.1.1 Working group: Mary Laskowski, Juanita Jara de Sumar, Marianne Ingold, Loida Garcia-Febo, Ray Pun, Sandy Hirsh 5.1.5 Mary Laskowski 5.1.6. Juanita Jara de Sumar, 12/17, 6/18 5.1.7 Discuss at SC 8/18 5.1.8 Sandy Hirsh, Gill Hallam, Catharina Isberg	Co-Chair responsible for this : Sandy Hirsh People: Working group. SC members who share their information and knowledge. Communication channels/ platforms	IFLA website CPDWL webpage CPDWL blog Facebook page CPDWL newsletter Other national and association listservs	Develop the Communications plan and begin strategy to aim for the Communication Award of the Year 2019 Ensure that everyone interested in CPD knows about available initiatives.	Working groups established 8/17

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		5.1.6 Make 2 CPDWL Newsletters 5.1.7 Determine the future of the CPDWL newsletter. 5.1.8 Develop one pager 5.1.9 Give feedback on logo 5.1.10 Communicate :)	5.1.9 Sandy Hirsh, Gillian Hallam, Mary Ellen Davis, Catharina Isberg, Svetlana Gorokhova				

Resource requirements

Project or activity and Main task

3.1 Continue the implementation of the IFLA CPD Guidelines.

Objective: Establish clear standards for use by libraries and library workers to shape continuing professional development programs.

<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: Translate the IFLA CPD Guidelines into multiple languages. Resources needed - translations.</p> <p>The translated guidelines will be made available on the IFLA CPDWL website.</p>
<p>Amount of funding. How much money would you like to request from Professional Committee Funds?</p>	<p>Help is needed from HQ to define what amount is needed for translations.</p>
<p>Timing</p>	<p>2017</p>