

Action plan 2019 – 2020

Name of Professional Unit: Continuing Professional Development & Workplace Learning (CPDWL)

Focus Area 1			
Strengthen the skills and capabilities of the global library workforce by developing a Toolkit which will encourage and support the transfer of the learning LIS professionals acquire at continuing professional development events to their colleagues in the workplace.			
IFLA Strategic Direction			
2. Inspire and enhance professional practice			
Key Initiatives			
2.1	Produce, communicate and distribute key resources and materials that inspire the profession		
2.4	Provide tools and infrastructure that support the work of libraries		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	<p>Develop a Toolkit to help librarians transfer learning back to the workplace.</p> <p>In a rapidly changing world, investment in professional development (PD) is important for library services across the world. This project aims to maximise the return on investment in PD by capitalizing on the strengths and expertise of the CPDWL SC. The output will be a well-designed practical toolkit which will contribute to a stronger, more capable profession worldwide.</p> <p>The project will directly address the requests received from IFLA members to produce a toolkit to inspire LIS professionals attending PD</p>	<p>Working Group: Svetlana Gorokhova, Rajen Munoo, Ivana Todorovic, Gill Hallam, with members of the SC as peer advisers.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> Identify relevant resources, in different media and different languages, for the Toolkit Design the Toolkit Add the Toolkit to CPDWL webpage to support the 	<ul style="list-style-type: none"> Establish working group (8/19) Identify resources (3/20) Add tools (7/20) Offer webinar (7/20)

	<p>events to share their learning with their colleagues in innovative, but effective, ways.</p>	<p>transfer of learning to enable participants to share in their workplace</p> <ul style="list-style-type: none"> ● Plan for webinar to launch the Toolkit ● Plan for session on the Toolkit at WLIC in 2021 	
<p>How will you communicate your activities and results?</p>			
<ul style="list-style-type: none"> ● IFLA website ● Videos and podcasts ● CPDWL webpage ● CPDWL blog ● CPDWL Facebook, Twitter and Instagram ● CPDWL newsletter ● Other national and association listservs ● With section members, HQ, and Div IV chair 			
<p>How will you measure the impact of your activities?</p>			
<ul style="list-style-type: none"> ● Level of SC members' engagement with the Toolkit project ● Toolkit uploaded to the CPDWL website ● Increasing visits to the website and positive mentions on social media ● Number of downloads of the Toolkit from the CPDWL website ● Level of interest in developing translations of the Toolkit ● Large audiences (webinars and podcasts (2020) & WLIC sessions (2021)) 			
<p>Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.</p>			
<ul style="list-style-type: none"> ● All other IFLA units which focus on CPD in their programmes and projects 			

Focus Area 2			
Better prepare IFLA and the global library workforce to support 21st century users by promoting the importance of continuing professional development within IFLA and libraries as a means of advancing both libraries and the societies they serve and by offering a robust and varied selection of continuing professional development opportunities			
IFLA Strategic Direction			
3. Connect and empower the field			
Key Initiatives			
3.1	Provide excellent opportunities for face-to-face networking and learning		
3.4	Provide targeted learning and professional development		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Offer at least three webinars a year on topics of interest to LIS professionals, in cooperation with NPSIG and other sections of IFLA	<p>Working group lead by Mary Ellen Davis: Ulrike Lang, Almuth Gastinger, Claudiane Weber + NPSIG + other sections</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Work with NPSIG to Identify topics and leads for the webinars. • Promote webinars • Deliver webinars • Promote the availability of recordings • Update CPDWL website to make webinars more visible and partner with other sections and SIGs 	<ul style="list-style-type: none"> • Working group identified (8/19) • Webinar planned and delivered (3 per year) • Evaluation (after each webinar)

<input type="checkbox"/>	Develop and deliver 3 open sessions for WLIC 2020	WLIC 2020 Session Planning Groups: Knowledge Cafe: Daria Beliakova Health management: Ray Pun, Ulrike Lang Library Carpentry: Edward Lim Responsibilities include: <ul style="list-style-type: none"> ● Develop programmes either independently or with other IFLA - sections/ SIGs ● Ensure participative methods ● Submit programme proposals to Professional Committee ● Invite / select speakers ● Promote sessions through various media 	<ul style="list-style-type: none"> ● Working groups established (8/19) ● Proposals submitted (4/20) ● Marketing and promotion (5/20-8/20) ● Sessions held (8/20) Evaluations (9/20)
<input type="checkbox"/>	Provide access to CPDWL Publications (e.g. conference papers and presentations)	Gill Hallam and SC members involved in planning WLIC sessions and satellite meeting – Responsibilities include: <ul style="list-style-type: none"> ● Publish papers and presentations from WLIC sessions and the satellite meeting in IFLA Library ● Promote the availability of papers and presentations in the IFLA Library Provide translations of key papers into other	<ul style="list-style-type: none"> ● Publish papers and presentations in IFLA Library (10/19) ● Promote the availability of papers and presentations (11/19) ● Translation of 2 WLIC 2019 papers into

		languages (responsibilities – Spanish: Juanita; Arabic: Heba); Russian: Svetlana & Daria	Spanish (12/19) Arabic (12/19) Russian (12/190)
<input type="checkbox"/>	CPDWL coaching initiative at IFLA WLIC	Coaching Chair: Ewa Stenberg; Working Group: Almuth Gastinger, Ulrike Lang, Carmen Lei, Claudiane Weber + 2 from M&M. Responsibilities include: <ul style="list-style-type: none"> ● Liaise with IFLA PC and Management & Marketing section ● Undertake planning activities ● Promote and deliver programme in 2020 	<ul style="list-style-type: none"> ● Review of evaluative feedback (9/19) ● Planning activities (2/20) ● Programme run at WLIC (8/20) Evaluation (9/20)
<input type="checkbox"/>	Re-engage with participants and documents from CPDWL Satellite Meeting 2019	Working Group: Gill Hallam, Ray Pun, Ulrike Lang, Almuth Gastinger Responsibilities include: <ul style="list-style-type: none"> ● Evaluate the 2019 meeting in Zagreb ● Review the CPDWL Guidelines for Satellite Meeting (from 2017) ● Re-engage with participants through webinars or sharing pertinent resources 	<ul style="list-style-type: none"> ● Prepare and submit report to IFLA (10/19) ● Establish working group (Fall 2019) ● Review guidelines (Spring 2020) ● Share resources with participants (ongoing)
How will you communicate your activities and results?			
<ul style="list-style-type: none"> ● IFLA website ● CPDWL webpage 			

- CPDWL blog
- CPDWL Facebook, Twitter and Instagram
- CPDWL newsletter
- Other national and association listservs
- With section, HQ, and Div IV chair (Coaching Initiative)

How will you measure the impact of your activities?

- Positive post-session evaluations (WLIC sessions, Webinars, Coaching Initiative)
- Increasing visits and positive mentions on web presence and social media (WLIC sessions, Webinars, Coaching Initiative)
- Large audience (WLIC sessions, Webinars)
- Strong participation (Coaching Initiative)
- Many section members actively involved in the session (WLIC sessions)
- Succeed in offering three webinars a year (Webinars)
- Papers and presentations uploaded to the IFLA Library (WLIC sessions)
- Tools added to the CPDWL website

Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.

- KM Section for Knowledge Café at WLIC
- Management & Marketing Section for Coaching Initiative
- NPSIG, M&M, LTR, SET & other IFLA sections/SIGs, and ALA (for webinar platform) for CPDWL Webinars
- All other IFLA units which focus on CPD in their programmes and projects

Focus Area 3

Establish clear standards for use by libraries and library workers to shape continuing professional development programmes

IFLA Strategic Direction

2. Inspire and enhance professional practice

Key Initiatives

2.3	Develop standards, guidelines, and other materials that foster best professional practice
-----	---

Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Continue implementing the IFLA CPD Guidelines.	<p>Working Group: Gill Hallam, Juanita Jara De Sumar, Edward Lim, Chinwe Anunobi, Hiro Oda, Ivana Todorovic, Jana Varlejs</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ● Coordinate the translation of the IFLA CPD Guidelines into multiple languages: Full document, Summary & Posters ● Post the translations on the CPDWL webpage. ● Target specific national associations to post relevant translation of CPD Guidelines to their website ● Design and develop a CPDWL Guidelines Toolkit ● Host a session on Guidelines at WLIC 2020 	<ul style="list-style-type: none"> ● Tally of translations into other languages: <ul style="list-style-type: none"> ● Full guidelines ● Summary ● Posters (10/19) ● Design and develop the CPDWL toolkit (Spring 2020) ● CPDWL Guidelines Toolkit launched (7/20)
How will you communicate your activities and results?			
<ul style="list-style-type: none"> ● IFLA website ● CPDWL webpage ● CPDWL blog ● Facebook and Twitter pages ● CPDWL newsletter ● Other national and association listservs 			
How will you measure the impact of your activities?			
<ul style="list-style-type: none"> ● Translation of materials into other languages 			

- Translations of materials on national association websites
- Dissemination to a broad public
- CPDWL Toolkit is developed and launched in WLIC 2020

Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.

- All other IFLA units which focus on CPD in their programmes and projects

Focus Area 4

Increase knowledge sharing and advance the work of the section as well as to model best practices for the workplace through the creation of a more open and engaging environment for the CPDWL section activities

IFLA Strategic Direction

3. Connect and empower the field

Key Initiatives

3.1 Provide excellent opportunities for face-to-face networking and learning

Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Adopt more participatory practices in standing committee meetings.	Co-Chairs – Responsibilities include: <ul style="list-style-type: none"> • Pilot new meeting practices • Seek ideas and feedback from the members on new models 	<ul style="list-style-type: none"> • Pilot new meeting practices (8/20) • Seek feedback and ideas (8/19)
<input type="checkbox"/>	Implement mid-year virtual SC meeting	Co-chairs – Responsibilities include: <ul style="list-style-type: none"> • Determine meeting methods and place 	<ul style="list-style-type: none"> • Midyear meeting (2/20)

		<ul style="list-style-type: none"> ● Seek feedback from the members on new models 	
☒	Improve the communication work of the CPDWL section	<p>Information Coordinator and Communications Working Group – Responsibilities include:</p> <ul style="list-style-type: none"> ● Review and update Communications Plan ● Prepare 2 newsletters per year (Newsletter editor) ● Prepare a communications calendar for SC members to write and post to CPDWL blog and social media channels ● Commence strategy to aim for the IFLA Communication Award 2020 ● Explore competition or certificate ideas and process to recognize IFLA members who implement CPDWL ideas or guidelines. 	<ul style="list-style-type: none"> ● Review and update communications plan (10/19) ● Publish newsletters in 12/19 and 6/20. ● Prepare communications calendar for posting to blog and social media channels (10/19) ● Submit application for IFLA Communication Award 2020 (?/20) ● Establish a working group to explore competition or certificate ideas for future process.

How will you communicate your activities and results?

- SC mailing list
- IFLA website
- CPDWL webpage
- CPDWL blog

- Facebook, Twitter and Instagram
- CPDWL newsletter
- Other national and association listservs

How will you measure the impact of your activities?

- Increased motivation and engagement in the CPDWL work
- Updated Communications Plan
- Ensure that everyone interested in CPD knows about available initiatives coordinated by CPDWL
- Growth in general membership of CPDWL section
- Increase in number of followers of CPDWL social media
- Winners of the IFLA Communication Award 2020

Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.

N/A

Project Funding Request 2019 – 2020

Name of Professional Unit: CPDWL

<p>Project or activity <i>Use your list above</i></p>	<p>Focus Area 3: Increase knowledge sharing and advance the work of the section as well as to model best practices for the workplace through the creation of a more open and engaging environment for the CPDWL section activities</p>
<p>Resources and Amount of Funding For what do you need resources in relation to this task? What is the estimated amount of funding required for these resources? Refer to the Project Funding Request Criteria.</p>	<p>\$84 (\$42 per issue, for 2 issues at \$84) on using LucidPress, a web-based publishing software to create our biannual newsletter for January and June. This will be a streamlined process and will simplify our editing and layout work. Most importantly, the new template provided by LucidPress will communicate our work more effectively. An example is from CALA (the Chinese American Librarians Association, an IFLA member, also using LucidPress to design its newsletters).</p>
<p>Estimate time and cost. <i>Give a breakdown of the tasks in your project that require funding . Give an estimate for the work time and funds dedicated to each task.</i></p>	<p>We would like to do this work in 2019-2020.</p> <p>Fall 2019: We are experimenting with LucidPress as a platform for publishing our newsletter January 2020: We will publish our first issue in January 2020 using LucidPress. June 2020: We will publishing our second issue in June 2020 using LucidPress.</p>
<p>Reimbursement. <i>When would the money need reimbursement? Usually reimbursements are made following completion of the work, however, pre-payment can be arranged in some circumstances</i></p>	<p>The reimbursement would be needed after the January and June issues have been published (i.e. February 2020 and July 2020).</p>