IFLA Section
Continuing Professional Development and Workplace Learning

Action plan 2020-2021

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
☐	Develop a Toolkit to help librarians transfer learning back to the workplace. 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.	Working Group: Svetlana Gorokhova, Rajen Munoo, Ivana Todorovic, Lim Kok Eng, Gill Hallam, plus the CPDWL Guidelines Working Group. Members of the SC as peer advisers and contributors. Responsibilities include:	• Expand the working group (10/20) • Identify resources (12/20) • Create web resource (2/21)

	The project will directly address the requests received from IFLA members to produce a toolkit to inspire LIS professionals attending PD events to share their learning with their colleagues in innovative, but effective, ways.	● Identify relevant resources, including the CPD Guidelines, in different languages and different media, for the Toolkit ● Design the Toolkit as a web resource ● Add the Toolkit to CPDWL webpage to support the transfer of learning to enable participants to share in their workplace ● Plan for webinar to launch the Toolkit ● Plan for session on the Toolkit at WLIC in 2022	● Offer webinar (7/21) ● WLIC session (8/22)

How will you communicate your activities and results?

- 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

How will you measure the impact of your activities?

- 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 (& WLIC sessions)

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 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
☐	Offer at least three webinars a year on topics of interest to LIS professionals, in cooperation with NPSIG and other sections of IFLA	Working group lead by Mary Ellen Davis: Ulrike Lang, Almuth Gastinger, Claudiane Weber + NPSIG + other sections Responsibilities include: ● 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 visible	● Webinars planned and delivered (3 per year) ● Evaluation (after each webinar)

		● Partner with other sections and SIGs	
☐	Develop and deliver 3 open sessions for WLIC 2020	WLIC 2021 Consider options for WLIC online programme 2021 Session Planning Groups: Knowledge Cafe: Monica Mooney Ertel, Daria Beliakova Health management: Ray Pun, Ulrike Lang Library Carpentry: Edward Lim Responsibilities include: ● 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	● Develop and plan sessions for WLIC online 2021 ● Marketing and promotion (1/21-8/21) ● Sessions held (8/21) ● Evaluations (9/21)
☐	Provide access to CPDWL Publications (e.g. conference papers and presentations)	Hallam and SC members involved in planning WLIC sessions Responsibilities include: ● Publish papers and presentations from WLIC sessions and the satellite meeting in IFLA Library	● Publish papers & presentations in IFLA Library (as required) ● Promote the availability of papers &

		● Promote the availability of papers and presentations in the IFLA Library ● Provide translations of key papers into other languages	presentations (as required) ● Complete translations of key papers into other languages (as required)
☐	CPDWL coaching initiative at IFLA WLIC	Coaching Chair: Ewa Stenberg; Working Group: Almuth Gastinger, Ulrike Lang, Carmen Lei + 2 from M&M. Responsibilities include: ● Evaluate Coaching Initiative 2020 ● Liaise with IFLA PC and Management & Marketing section ● Undertake planning activities ● Promote and deliver online coaching programme in 2021	● Review of evaluative feedback 2020 (11/20) ● Planning activities ongoing ● Programme run at WLIC 2021 (8/21) ● Evaluation (9/21)
☐	Re-engage with participants and documents from CPDWL Satellite Meeting 2019	Working Group: Gill Hallam, Ray Pun, Ulrike Lang, Almuth Gastinger Responsibilities include: ● Evaluate the long-term impact of the 2019 meeting in Zagreb ● Finalise the Review of the CPDWL Guidelines for Satellite Meeting (from 2017)	● Conduct post-event evaluation (9/20) ● Share findings of the evaluation (10/20) ● Review CPDWL Guidelines for Satellite Meetings (12/20)

		● Re-engage with participants through webinars and sharing pertinent resources	● Share resources with participants (ongoing)

How will you communicate your activities and results?

- 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
☐	Continue implementing the IFLA CPD Guidelines.	Working Group: Gill Hallam, Juanita Jara De Sumar, Edward Lim Junhao, Chinwe Anunobi, Hiro Oda, Ivana Todorovic, Jana Varlejs Responsibilities include: ● 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 ● Include CPD Guidelines as a key component of the Toolkit (Focus Area 1) ● Explore competition or certificate ideas and process to recognise IFLA members who implement	● Coordination of translation work (ongoing) ● Involve the CPD Guidelines working group in the Toolkit work (Focus area 1) (12/21) ● Organise competition for implementation of CPDWL ideas or guidelines, to be run in 2021 (12/20)

			CPDWL ideas or guidelines.	

How will you communicate your activities and results?

- 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?

- 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

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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
☐	Adopt more participatory practices in standing committee meetings.	Co-Chairs – Responsibilities include: ● Pilot new meeting practices ● Seek ideas and feedback from the members on new models	● Seek feedback and ideas (6/21) ● Pilot new meeting practices (8/21)
☐	Implement mid-year virtual SC meeting	Co-chairs – Responsibilities include: ● Determine meeting methods ● Seek feedback from the members on new models	● Seek feedback and ideas (12/20) ● Midyear meeting (2/21)
☐	Improve the communication work of the CPDWL section	Information Coordinator and Communications/Social Media Working Group: Ray Pun, Carmen Lei, Gill Hallam. Newsletter Working Group: Juanita de Jara Sumar, Sara Ulloa, Edward Lim Junhao. 'Getting to know you' meet ups Working Group: Sandy Hirsh, Loida Garcia-Febo, Svetlana Gorokhova, Ulrike Lang. Responsibilities include: ● 'Getting to know you' meet ups	● Establish w/g for the 'getting to know you' meet ups (9/20) ● Run the 'getting to know you' meet ups with SC members (10/20) ● Review and update communications plan (12/20) ● Publish newsletters in 1/21 and 6/21

● Review and update Communications Plan ● Prepare 2 newsletters per year (Newsletter W/G) ● 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 Dynamic Unit and Impact Award 2020	● Prepare and maintain communications calendar for posting to blog and social media channels (ongoing) ● Submit application for |IFLA Dynamic Unit and Impact Award (10/20)

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

Project or activity *Use your list above*	**No funding request in 2020-2021**
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.**	
Estimate time and cost. *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.*	
Reimbursement. **When would the money need reimbursement?** *Usually reimbursements are made following completion of the work, however, pre-payment can be arranged in some circumstances*	