2011 ALIA TRAINING CALENDAR

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Scheduled courses

Date/s	Topic	Title	Provider	Type
25 February (Melbourne)	EndNote	EndNote for information professionals	Jenny Cameron	Face-to-face
2,4,9 &11 March	Public Speaking	Public Speaking with Confidence	Speaking Edge Dr Irena Yashin-Shaw	Teleconference series
18 March (Canberra)	EndNote	EndNote for information professionals	Jenny Cameron	Face-to-face
1 April (Sydney)	EndNote	EndNote for information professionals	Jenny Cameron	Face-to-face
14-April	Library and Information week	Library and Information Week/NSS ideas and implementation	TBA	Teleconference
14-April	National Simultaneous Storytime	Library and Information Week/National Simultaneous Storytime ideas and implementation	TBA	Teleconference
16 May – 30 June (register by 2 May)	Web 2.0	Web 2.0 Why? What? How? Monitor and Enhance Information Access	TAFE NSW Sydney Institute	On-line
19 May (register by 12 May)	Disaster Preparedness	Disaster Preparedness	Sue McKerracher	Teleconference
6th June-29th July	Information Literacy	Designing and Delivering Information Skills Training Courses (InfoSkills)	FOLIOz The University of Sheffield	On-line
19, 21, 26, & 28 July	Presentation Skills	Presenting Conference Papers	Speaking Edge Dr Irena Yashin-Shaw	Teleconference series
2 1-July	Professional Development	Professional Development: make it count!	Judy Brooker - ALIA PD and Careers manager	Teleconference
15 Aug -30 Sept (register by 1 August)	Acquisitions	Buying for your Collection - Getting it Right: Select and Acquire Library Materials	TAFE NSW Sydney Institute	On-line
26th September-11th November	e-Learning information literacy	e-FOLIO: an introduction to e-learning	FOLIOz The University of Sheffield	On-line
10 Oct to 24 Nov (register by 19th September)	Abstracting	Customise Information for your Clients: Analyse and Describe Library Materials	TAFE NSW Sydney Institute	On-line
10 Oct - 24 Nov (register by 19th September)	Indexing	Analyse and Describe Library Materials	TAFE NSW Sydney Institute	On-line
20 Oct (register by 13 October)	Public Relations and Media	How to sell a story: raising the profile of your library service	Sue McKerracher	Teleconference

On Demand courses

Date/s	Topic	Title	Provider	Type
anytime	Job applications	Writing to Selection Criteria	Mental Nutrition Ann Villiers	On-line
on demand	Customer Service	Managing Challenging Clients	Fundamental Training Adam Le Good	Face-to-face
	EndNote	EndNote for information professionals	Jenny Cameron	Face-to-face
	Management	Fundamentals of Supervision	Fundamental Training Adam Le Good	Face-to-face
	Management	Leading Others Through Change	Fundamental Training Adam Le Good	
	Oral history	By Word of Mouth: introduction to oral history	Richard Sayers	Face-to-face
	Training	Train-the-Trainer	Fundamental Training Adam Le Good	Face-to-face

We are always interested in hearing from members about the types of professional development training in which you have an interest and, where possible, we'll try to facilitate it. (If we can't, we'll at least point you in the right direction.) To find out more about professional development resources for members, go to:
www.alia.org.au/education/pd/

Description	PD Points
Introduction/refresher. Use, train and support EndNote users more effectively	7 per course
Learn to present well and make strong verbal cases	1 per hour
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Be inspired and share your ideas on how to incorporate LIW/NSS in your workplace	1 per hour
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Focussing on Web2.0 - monitor and enhance systems and services, evaluate and deliver new services	30 per course
Disaster preparedness within the LIS sector with a focus on ALIA Guide to Disaster Planning, Response and Recovery for Libraries.	1 per hour
Design and deliver successful information skills training courses	30 per course
Learn to present well and make strong verbal cases, particularly at conferences	1 per hour
The ALIA PD Scheme: questions and answers	1 per hour
Coordinate information selection and acquisition	30 per course
Plan and deliver an e-learning course	30 per course
Analyse and describe a material's content and format to ensure efficient retrieval	30 per course
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Tips and tricks to make the most of profile raising opportunities	1 per hour

Description	PD Points
Get the tools to 'sell' your portfolio of skills, knowledge and experience for government job applications	10 per course
Identify a range of challenging behaviours and develop strategies for dealing with them	1 per hour
Introduction/refresher. Use, train and support EndNote users more effectively	7 per course
Making the transition from practitioner to supervisor	1 per hour
Change management: understand and implement effective strategies in times of transition	1 per hour
Using storytelling and narrative to gather and record the unique life experiences of people from diverse backgrounds and traditions	1 per hour
TBA	1 per hour

ALIA Hot-Topic Teleconferences

In 2011 we have scheduled a number of one hour teleconferences on ALIA 'hot topics' to facilitate and encourage discussion and the sharing of ideas and experiences. Each teleconference will be led by an expert on that topic. From your desk, with a minimum investment of time and money, you'll gain inspiration and practical ideas you can put to immediate use.

Check the website for additions to the line up throughout the year.

On-demand Courses

Our on-demand courses are designed to be run at your preferred location, when you want it. Courses currently available include: *Managing Challenging Clients, EndNote for Information Professionals, Writing to Selection Criteria, Fundamentals of Supervision, Leading Others through Change, By Word of Mouth (Oral History)* and *Train-the-Trainer.* Contact ALIA's Training Coordinator, Kirrin Sampson at training@alia.org.au or phone 1800 020 071 to book a course. The course list is updated regularly so please check the website for current offers.

ALIA Training can also investigate delivering a course on a topic of your choice. Email us about your topic and we will find out if others are interested too (10 person minimum).

Are you interested in...?

ALIA Training has the following courses under review and welcome interested parties to contact us to express interest. Should sufficient demmand warrant, we will arrange for these courses to be added to the schedule:

- *Cataloguing / Introduction to RDA*
- *Copyright*
- *Digital Rights Management*
- *Social Networking*

Need to know more?

The ALIA Training team are available to support you and your professional development needs.

- Visit: *www.alia.org.au/education/pd*
- Call: *'ALIA Training' Coordinator, 1800 020 071*
- Email: *training@alia.org.au*

Disclaimer: *Correct at time of printing. Refer to website for current course information.*