

PD TIME-SAVING TIPS



Professional development (PD) is worth the investment of your time, effort and money. Not only will your knowledge increase but your self-confidence will also get a boost. **LIZELLE SMITH** gives some time-saving tips on how to fit PD into your busy schedule.

As ALIA suggested on their website in 2009, 'Professional development demonstrates the individual practitioner's personal commitment of time and effort to ensure excellence in performance throughout his or her career.'

As I have discovered over the years, making time to fit PD activities into my already busy work schedule can be a challenge. Time management along with perseverance is essential. Here are some ideas that helped me along the way to maintain my PD eagerness:

- Talk to your manager about the PD activities you wish to undertake, especially when it comes to enhancing your current skills or upskilling. Do this and you won't waste time identifying which PD activities you need to complete to enhance your current skills.
- Plan ahead. Incorporate PD activities into your yearly diary. This will ensure that there are no surprises when you need to start your scheduled PD activity.
- Where possible, do PD activities online. If you have this option, you can do them at your own pace and in your own time. For example, I have just completed the online ALIA PD course 'Mature Matrix: Library Services for Seniors' through Sydney TAFE. I invested around 4 to 5 hours per week completing readings and activities. The course was fantastic, and some wonderful teachers assisted me along the way.
- Become a member of ALIA. Members also get discounts on PD courses, conferences, symposiums, workshops and other events.



Lizelle Smith

- Subscribe to *INCITE* and ALIA's free elists to find out which PD activities are available.
- Subscribe to information networks such as WAIN (Western Australian Information Network), SALIN (South Australia Library and Information Network) and PLVN (Public Libraries Victoria Network).
- Remember to add your points to your ALIA PD Tracker when you have completed your PD activity.
- Do a short, three-week PD course when you don't have a lot of time.
- Find a mentor to help you along the way, especially when it becomes difficult to maintain your PD enthusiasm. I have had a mentor on a few occasions, and it was wonderful to have professional encouragement.
- Take your PD to the next level and become an Associate Certified Professional (AALIA CP) or even an ALIA Distinguished Certified Professional (AALIA DCP). In November 2016, I achieved my AALIA DCP status. I am really honoured to be the first person in WA to achieve this status.
- Enjoy your PD; it can be heaps of fun! I have learned that when it comes to PD, it's up to you. If you want to develop your current skills or learn new skills, you must commit yourself totally. The result is always worthwhile, not just for you but also for your current or future employer. 🌟

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