

COURSE OBJECTIVES (MOVES)

Moving into Supervision: Supervisory skills for library technicians and/or newly qualified professionals (MOVES)

Monday 1st June-Friday 17th July 2009

Course Aim:

This course aims to help library technicians and new information professionals to gain an understanding and appreciation for key principles and methods of effective supervision of staff in any type of library or information service.

Course Objectives:

By the end of this course participants will be able to:

- Understand the characteristics of effective supervision as it specifically relates to library and information services.
- Identify and utilise specific techniques when supervising the performance and personal development of staff within their own library or information context.
- Describe the main processes required for interviewing, setting performance goals, and evaluating staff performance.
- Develop personal strategies to enable them to plan effectively, manage time, direct, train and motivate staff.
- Engage with fellow participants in discussing issues connected with the supervision of library and information service staff.

The course will typically involve:

1. Receiving thirty email communications (approximately one per day over six working weeks) via the e-folio jiscmail discussion list at: [FOLIOz](mailto:folioz@jiscmail.ac.uk) Maitalk list at: <http://www.mailtalk.ac.uk/cgi-bin/webadmin?A0=folioz>
2. Compiling a portfolio recording personal activity and participation for submission to the course facilitator.
3. Email interaction with “buddies” in connection with tasks and exercises (average one task per week) for those following the group-supported route.
4. Reading an average of one or two briefings per week.
5. Completion of a course evaluation form.