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	Nota di contenuto	aSection 1 Theories: 1. Understanding how people behave, learn and develop; 2. Kolb learning cycle and styles; 3. Honey and Mumford -- learning styles; 4. VAK learning styles; 5. MBTI® -- Myers Briggs® Type Indicator; 6. Jigsaw Discovery Tool©; 7. The DiSC® model; 8. Benziger Thinking Styles Assessment (BTSA); 9. SDI -- Strength Deployment Inventory®; 10. Kirkpatrick's four levels of evaluation model; Section 2 Infrastructure: 11. Why develop staff? 12. Workforce planning; 13. Job descriptions; 14. Person specifications; 15. Advertisements; 16. Shortlisting; 17. Interviews; 18. Interviews -- presentations and tests; 19. Interviews -- feedback; 20. Inductions; 21. Managing performance; 22. Team development plans; 23. Appraisals -- preparing; 24. Appraisals -- conducting; 25. Setting objectives; 26. One-to-ones; 27. Feedback -- general; 28. Team building; 29. Team meetings; 30. Sharing learning with the team; 31. Writing references; 32. Exit interviews; 33. Effective handover; Section 3 Activities and tools: 34. Action learning sets ; 35. Apprentices, graduate trainees and work placements; 36. Awards; 37. Buddying; 38. CILIP qualifications; 39. CILIP qualifications -- revalidation; 40. Coaching; 41. Collaborative working; 42. Communities of practice -- internal; 43. Communities of practice -- external; 44. Conferences -- attending; 45. Conferences -- organizing; 46. Conferences -- posters; 47. Conferences -- presenting; 48. Conferences -- sharing the learning; 49. Conferences

-- volunteering; 50. Conferences -- workshops; 51. Conferences -- writing proposals for papers; 52. CVs; 53. Exchange of Experience events, TeachMeets and Unconferences; 54. Formal qualifications; 55. Funding for CPD; 56. Group conversations; 57. Job rotation; 58. Learning logs and journals; 59. Meetings -- attending; 60. Meetings -- chairing; 61. Meetings -- note taking; 62. Mentoring -- external; 63. Mentoring -- peer; 64. Minutes of madness; 65. MOOCs; 66. Networks; 67. Networks -- setting up; 68. Networks -- running; 69. Personal development plans; 70. Presentations -- general tips; 71. Professional membership; 72. Projects; 73. Project management tools; 74. Reflection -- facilitating; 75. Reflective practice76. Reflective writing; 77. Research activities; 78. Secondments; 79. Shadowing; 80. Social media; 81. SWOT analysis; 82. Time management; 83. Time management tools; 84. Training courses -- attending; 85. Training courses -- commissioning; 86. Training courses -- planning, delivering and evaluating; 87. Twitter; 88. Twitter chats; 89. VLEs; 90. Visits; 91. Volunteering; 92. Webinars; 93. Writing blog posts; 94. Writing business cases; 95. Writing case studies; 96. Writing e-mails; 97. Writing journal articles; 98. Writing newsletters; 99. Writing procedures; 100. Writing project plans; 101. Writing reports.

Sommario/riassunto	This book offers innovative tips and tried-and-tested best practice to enable library and knowledge workers to take control of professional development regardless of the budget and time available to them. Continuing professional development (CPD) is a key component of a successful and satisfying career. Part of the <i>Practical Tips for Library and Information Professionals</i> series, this book offer a wide range of ideas and methods for all library and information professionals to manage the development of those who work for and with them.