

**IS 40370 Management for Information Professionals**

**Semester 1 2010**

**Course outline**

<b>Week</b>	<b>Topic</b>	<b>Content</b>
<b>Week 1</b>	<b>Introduction to the module</b>	Introduction – me and course participants.
	<b>Participant Introduction</b>	Participant expectations
	<b>Course outline and objectives</b>	Overview of module, including outline and learning objectives.
	<b>Assignments</b>	Format of lectures and how learning objectives will be achieved.
<b>16.09.2010</b>		Assignments – description, assessment criteria, dates for submitting.
<b>Week 2</b>	<b>Introduction to management principles for information professionals</b>	Review of learning journal concept and assignment, group discussion of article.
	<b>Understanding the information environment</b>	Review of group project assignment and theories of how groups work, including group discussion of article.
	<b>Introduction to strategic planning</b>	Break – and time to decide re: group project sign-up.
		Introduction to management for information professionals:
		Significance of change / changing environment.
		Understanding the significance of external / internal environments, and influences on them.
		Overview of planning, and strategic planning

23.09.2010		<p><b>Reading:</b></p> <p>Reference: Moon: Learning Journals and Logs.</p> <p>Reference: Moon: Making groups work.</p> <p>Reference: Bryson Part 1, chaps 1 &amp; 2, p. 1 – 26</p> <p>Orna (1999) Chap 1 p. 15 - 25</p> <p>Bryson Part II, chaps 3 (p. 27 – 44) and 5 (p. 61 – 80)</p>
Week 3	<p><b>Strategic Planning</b></p> <p><b>Project Planning</b></p>	<p>Strategic planning principles</p> <p>Aspects of the strategic planning process</p> <p>Developing a project plan</p> <p><b>Reading:</b></p> <p>Bryson Part II, chap 3 (p. 27 – 44)</p>
30.09.2010		<p>Allan: Project Management (reading list)</p> <p>Corall (1999), chaps 1 &amp; 2, p. 3 - 44</p>

<b>Week 4</b>	<b>Understanding the work environment and culture</b>  <b>Communication approaches</b>	Communication theory  Practical approaches to communication  Role of communication in team environments  Establishing effective communication methods
<b>07.10.10</b>		<b>Reading:</b>  Bryson Part III, chaps 8 – 10, p. 109 – 130.  For Week 4 and 5 – Allan (2004) 'The people side of projects' p. 129 – 148  See 'isolation' p. 130.
<b>Week 5</b>	<b>As above plus</b>  <b>Managing the individual / developing a team</b>	Concept of work culture and its influence on communication  Deeper reflection in learning journal practice.  Presentation skills with regard to group presentation See Allan p. 84 ff  Role of emotion in work place communications.
<b>14.10.2010</b>		
<b>Week 6</b>	<b>Budgeting / Financial planning</b>	Developing a budget  Assessing spend and value for money  Making the case for resources.

<b>21.10.2010</b>		<p>Report-writing</p> <p>** Review point **</p> <p><b>Reading:</b></p> <p>Bryson (2006) 91 – 108</p>
<b>Week 7</b>	<b>Leadership effectiveness in information services</b>	<p>Leadership effectiveness</p> <p>Leadership theories</p> <p>Leadership styles</p> <p>The significance of leadership in information services</p> <p><b>Reading:</b></p> <p>Bryson (2006) – p. 141ff          CILIP Update October 2008 'Leadership – it's a habit of mind' p.36ff          IFLA Publications 126 'Pathways to leadership', various: p.85ff, p.126ff, p.166ff, p.233ff, p.271ff, p.288ff, p.307ff</p> <p>Presentations x 2 – Group 1 and Group 2</p>
<b>28.10.2010</b>		
<b>Week 8</b>	<b>Change management</b>	<p>Sources of organisational change</p> <p>Managing change – continuous / discontinuous</p> <p>Resistance to change &amp; overcoming it.</p> <p><b>Reading</b></p> <p>Allan (2004) p. 144 ff</p> <p>**Learning Journal questions ** - to aid class participation in the next week</p> <p>Presentations x 2 – Group 10 and Group 11</p>
<b>04.11.2010</b>		

<b>Week 9</b>	<b>Change management – external lecturers</b>	<p>** External lecturers &amp; panel discussion – change management **</p> <p>**Panel discussion and class participation**</p> <p>**Student project presentation x 2**</p> <p>Presentations x 2 – Group 9 and Group 5</p>
<b>11.11.2010</b>		
<b>Week 10</b>	<b>Achieving and demonstrating value in the information environment</b>	<p>Aspects of service delivery including customer focus, performance measurement and evaluation.</p> <p>Communicating and demonstrating value to stakeholders. Role of networking.</p> <p>**Student project presentation x2**</p> <p><b>Reading:</b></p> <p>Performance Measurement – see: IFLA 127: Measuring Quality (2007), p.7 – 40</p> <p>Presentations x 2 – Group 3 and Group 4</p>
<b>18.11.2010</b>		
<b>Week 11</b>	<b>Marketing the library / information resource</b>	<p>Strategic marketing approaches</p> <p>Networking</p> <p>Negotiation</p> <p>**Student project presentation x 2**</p> <p>Presentations x 3 – Group 6, Group 7 &amp; Group 8</p>
<b>25.11.2010</b>		
<b>Week 12</b>	<b>Summary and discussion</b>	Feedback forms
<b>02.12.2010</b>		

