

In today's world where rapid change is a constant, self-directed learning is one way to stay informed of new processes and technology.

Self-directed learning is a process, as well as an attitude. It is proactive learning, where individuals integrate searching for knowledge as part of their daily routine.

List ways that self-directed learning may occur in your daily activities:

One means of self-directed learning is through the online courses offered by WebJunction Idaho. Here is a quick video that provides an overview of the course providers.

http://id.webjunction.org/help/-/articles/content/67072449?_OCLC_ARTICLES_getContentFromWJ=true

To maximize the benefit of self-directed learning to meet your personal and professional goals requires a plan – formal or informal. With a plan in mind, an individual can easily incorporate learning as a daily part of life.

Competencies

Identifying competencies you need is the first step in creating a learning plan. WebJunction Idaho can help you identify the competencies you need to be successful.

Go to

<http://id.webjunction.org> -
Select "ID Courses" tab.
There are two places to
discover competencies

1. **Click** on the
Competencies tab in the
middle of the page.



2. Click on Personal/Interpersonal.

List 2 broad areas of competencies identified.

3. Click on the sub-category Learning and Personal Growth.

This further breaks down into individual key points which support this skill set.

4. Click on Details & Learning... and select #2.

Here you can explore related courses and resources that provide the training and knowledge needed for the specific competency.

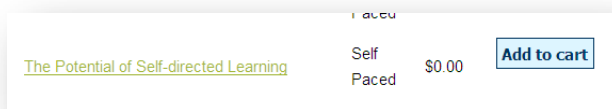
Explore the competencies of Personal/Interpersonal. Which areas best fits your learning needs at this time?

The screenshot shows a web interface for a competency framework. At the top, there are tabs for 'Courses' and 'Competencies'. Below this is a section titled 'How to use the Competencies' with a list of categories: Library Management, Personal/Interpersonal, Technology: Core Skills, and Technology: Systems & IT. An arrow points to 'Personal/Interpersonal'. Below this is a description: 'These competencies are four workplace. In most situations clear communication, strong flexibility to be a leader, team competencies are the underpinning of all the other sections and staff who possess all of these qualities will build a vibrant and relevant library.' A list of sub-categories follows: Communication, Customer Service, Ethics & Values, Interpersonal, Leadership & Project Management, and Learning & Personal Growth. An arrow points to 'Learning & Personal Growth'. Below this is a description: 'No matter what position you occupy or what your employment future holds, an embrace of lifelong learning and continual improvement will enrich your professional path and your life.' Two numbered items are listed: '1) Manages the development of one's own career and ongoing improvement of skills and knowledge' and '2) Pursues a commitment to personal growth and lifelong learning'. Each item has a 'Details & Learning' button. An arrow points to the second item. Below this is a detailed view of the second item, showing the category 'Personal/Interpersonal > Learning & Personal Growth', the competency '2) Pursues a commitment to personal growth and lifelong learning', and associated skills and knowledge: 'Practices ongoing self improvement in response to feedback', 'Hones critical thinking skills', 'Supports self and others in pursuit of a balanced lifestyle', 'Seeks exposure to new ideas, both within and beyond the library field, and stretches beyond one's comfort zone', and 'Pursues learning in multiple formats (including online) and practices self-directed learning'. At the bottom, there is a 'Source' field with 'WebJunction Competency Index' and a table of 'Related Courses' with columns for 'Format', 'Price', and 'Enroll'. One course is listed: 'Creating a Positive Attitude' with a 'Self Paced' format, a price of '\$0.00', and an 'Add to cart' button.

How might you use competencies?

- Creating a job description
- Justifying a pay increase
- Identifying skills to learn for a new job

5. **Click** on the course title: The Potential of Self-directed Learning.



List information you find on this page (be sure to look at the entire page):

Format: _____

Length: _____

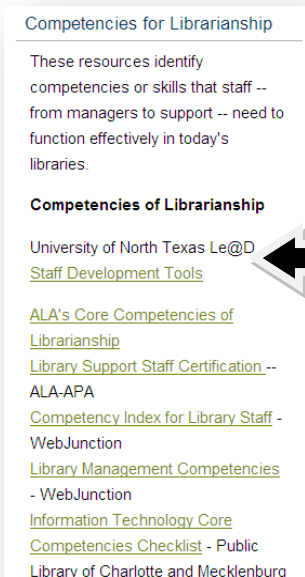
Did you find the bookmark, recommendation, and comments? _____

How would you use one of these tools? _____

6. **Click** on Add to Cart on the left side of your screen. We will be starting this course today.

More on Competencies

The other area on **ID Courses** to find information about competencies is found on the left-hand side of the page under Competencies of Librarianship. Here is a wealth of resources for anyone involved with libraries.



The University of North Texas LE@D Staff Development Tools is a good one to start with.

1. **Click** on the link **click** on Staff Development Databases.



The Potential of Self-Directed Learning

2. **Select** Organizing Officer under Library Position. **Click** Go.
3. **Click** on Leadership under core competencies to find a description of the competencies as well as a list of specific skills needed for that competency.

Self Evaluation | My Development Plan | Staff Development Databases

Library Position: Go

Core Competency: Go

Library Positions

Library Position: **Organization Officer**

Core Competencies: [Leadership](#) [Planning and Organization](#) [Presentation](#)

Library Position: **Organization Officer**

Core Competencies: [Leadership](#) [Planning and Organization](#) [Presentation](#)

Selected Competency: Leadership

Description

Ability to set and model high performance standards characterized by integrity, and to earn trust and respect of others by coaching, inspiring, and empowering teams of people to achieve strategic objectives.

Skills

- Envisions future trends and establishes appropriate goals to support changes in priorities or direction
- Facilitates optimal department or unit performance that is in alignment with library vision and strategies
- Creates an atmosphere that accepts failure due to risk taking
- Develops mutually acceptable solutions
- Takes, supports, and encourages reasonable risks to meet commitments and strategic objectives
- Encourages others to make good decisions and take ownership in decision-making and problem-solving by providing appropriate direction and assistance
- Provides appropriate resources and support to help eliminate obstacles and meet or exceed goals
- Effectively manages and develops a diverse, multi-functional workforce
- Creates and takes advantage of opportunities for professional growth and development to enhance performance and multifunctional skills
- Fosters an environment based on integrity and high ethical standards

You will also find at the bottom of the page a list of courses.

Hint: most of these classes are available on WebJunction Idaho.

Course Selections for the Staff Position of Organization Officer in the Competency of Leadership

Click on the Add to Planner button to add the course to your personal Staff Development Planner (you must have a LE@D account and be logged in). Adding a course to the Planner does not register you for the course, nor does it create an obligation to register for the course.

Current LE@D Courses

- Add to Planner [Become an Effective Trustee](#)
- Add to Planner [Ethical Standards for Library Leadership](#)
- Add to Planner [Ethics in the Real World: Library Case Studies](#)

Other Courses

Clicking on these links will take you to sites not controlled by LE@D

- Add to Planner [Training Materials for Trustee Core Skills \(State Library of Kansas\)](#)
- Add to Planner [TrusteeE-Training \(LibraryU\)](#)

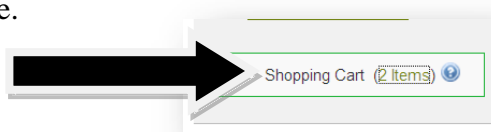
To Do: Identify one class you wish to take ---
find it in the WebJunction Idaho catalog --
and add to your cart.

Getting Started

Now let's begin our online learning experience.

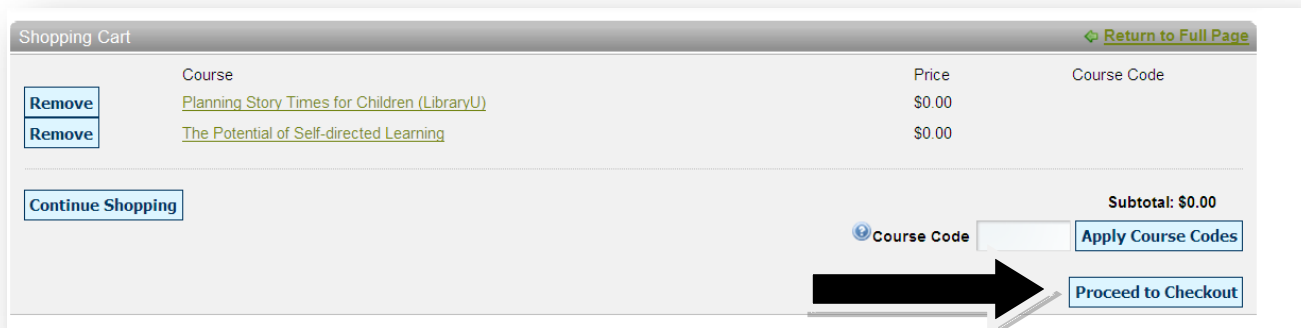
Go to the Shopping Cart to check out the course.

1. Click on Shopping Cart

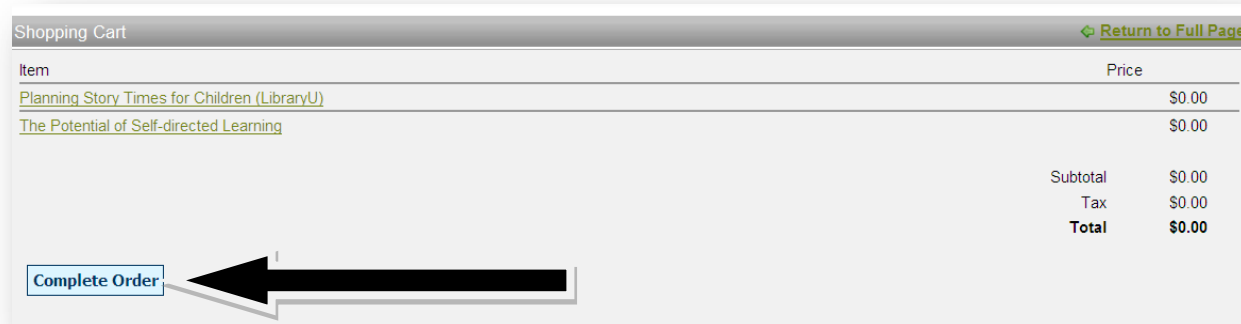


Note: you can remove any items you don't want to check out right now and/or continue shopping. No course codes are needed for WebJunction Idaho courses. All courses have been paid for by a grant from the Library Services Technology Act, Institute Museum and Library Services.

2. Click on Proceed to Checkout



3. Click on Complete Order. (no course codes required)



Now --- where do you go to launch the course?

My Account

Welcome,
Shirley Bitadeau

Quick Links

- [My Courses](#)
- [My Comments](#) (0 new)
- [My Activities](#) (0 new)

Affiliations

- [WebJunction Central](#)
An online community for library staff!
- [Government Information in the 21st Century](#)
- [Idaho](#)
- [Rural & Small Libraries](#)

Shopping Cart (2 Items)

1. **Click** on “My Courses” – found in My Account box on the home page.

2. **Find** the course, under self- paced courses

Delivery Method
You have no scheduled courses

[Show All](#)

3. **Click** on Launch Course

Name	Status	Expiration Date	Delivery Method			
Custom Course Catalog Member Experience Tutorial	In progress	9/02/2010	Self Paced	Add Your Comment	Recommend to Friend	Launch Course
The Communication of a Shared Vision	In progress	8/12/2010	Self Paced	Add Your Comment	Recommend to Friend	Launch Course
The Potential of Self-directed Learning	In progress	3/22/2011	Self Paced	Add Your Comment	Recommend to Friend	Launch Course

[Show All](#)

Tips for Online Learning

1. Time Management: Establish a Study Routine.
2. Knowledge Application: Have a plan for using your new knowledge.
3. Ask Questions: Explore the underlying meaning of course materials – no question should go unanswered.
4. Motivation: Develop your self-determination – what motivates you?
5. Communication: Exchange ideas with colleagues, other students, instructors – anyone!
6. Connections: Develop personal learning networks – take advantage of online communities.

from David Wetzel at <http://distance-education.suite101.com/article.cfm/7-tips-for-developing-online-learning-skills>

For more resources about online learning and to identify your learning style go to <http://id.webjunction.org/tips>

Tips for Group Learning

Definition

Cooperative or collaborative learning is a team process where members support and rely on each other to achieve an agreed-upon goal. Cooperative/collaborative learning is interactive.

Team Member responsibilities

- develop and share a common goal
- contribute your understanding of the problem: questions, insights, and solutions
- work to understand, others' questions, insights, and solutions
- empower others to speak and contribute, and to consider their contributions
- accountable to others, and others are accountable to you
- dependent on others, and they depend on you

What makes for a good learning team?

- Understanding of group processes
- Facilitating discussions
- Three to five people
- Diverse skill levels, backgrounds, experience
- Commitment of each member to a goal that is defined and understood by the group
- Shared operating principles and responsibilities, defined and agreed to by each member

List two ways you can use group learning in your learning plan:

More resources for Group Learning can be found at <http://id.webjunction.org/tips>

Now let's begin the course.....

Before we begin, let's take a look at the resources that the course offers beyond the slides.....

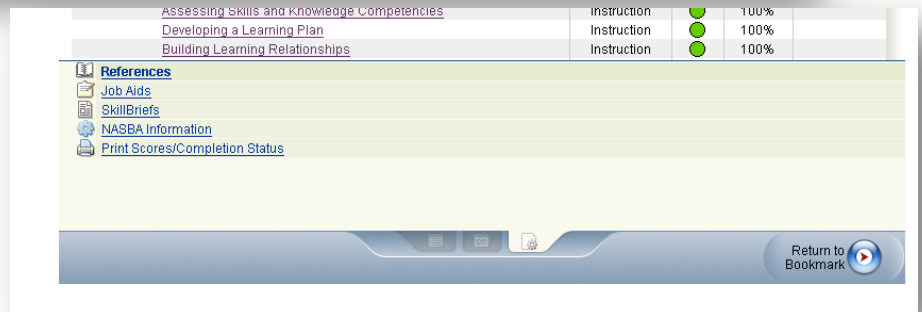
- At the bottom of each slide there are several icons



- The first icon – house – takes you back to the navigational menu

				Current Course Score:	75%
				Completion Status:	Started
To continue at your bookmarked location, select the Return to Bookmark button. To begin a topic or test, select any active topic or test link.					
	Type	Status	Current Score	Take Course Test	
Overview	Overview	●	N/A		
Self-directed Learning for Performance Improvement			90%	Take Test	
Lesson Overview	Overview	●	100%		
What Is Self-directed Learning?	Instruction	●	100%		
Self-directed Learning and Developing Competencies	Instruction	●	60%		
When to Use Self-directed Learning	Instruction	●	100%		
Building Your Own Self-directed Learning Plan			95%	Take Test	
Lesson Overview	Overview	●	80%		
Assessing Skills and Knowledge Competencies	Instruction	●	100%		
Developing a Learning Plan	Instruction	●	100%		
Building Learning Relationships	Instruction	●	100%		
Using Self-directed Teams			70%	Take Test	
Lesson Overview	Overview	●	100%		
What Are Self-directed Teams?	Instruction	●	20%		
Why Use Self-directed Teams?	Instruction	●	60%		
Creating and Managing Self-directed Teams	Instruction	○	100%		
Creating Self-directed Learning Materials			44%	Take Test	
Lesson Overview	Overview	○	75%		
Analyzing Needs and Capabilities	Instruction	○	80%		

- Click on the third icon in the middle to get this screen...



Scavenger Hunt

Explore these resources and provide the answers to the following questions.

- List two items found under references.

How might you use these items during your online course?

2. Identify the two resources listed under job aids

How might you use these items during your online course?

3. Explore one skill brief. How might you use this tool?

4. How might you use the print scores/completion tool?

Take the pretest for Module One

1. Take the test for module one “Self-Directed Learning for Performance Improvement,” by clicking on Take Test on the right hand side of the screen.

The screenshot shows a course interface with a table of progress. A large black arrow points to the 'Take Test' link for the 'Self-directed Learning for Performance Improvement' section.

The Potential of Self-directed Learning				Current Course Score: 75% Started
To continue at your bookmarked location, select the Return to Bookmark button. To begin a topic or test, select any active topic or test link.				Completion Status:
	Type	Status	Current Score	Take Course Test
Overview	Overview	●	N/A	
Self-directed Learning for Performance Improvement			90%	Take Test
Lesson Overview	Overview	●	100%	
What Is Self-directed Learning?	Instruction	●	100%	
Self-directed Learning and Developing Competencies	Instruction	●	60%	
When to Use Self-directed Learning	Instruction	●	100%	
Building Your Own Self-directed Learning Plan			95%	Take Test
Lesson Overview	Overview	●	80%	
Assessing Skills and Knowledge Competencies	Instruction	●	100%	
Developing a Learning Plan	Instruction	●	100%	
Building Learning Relationships	Instruction	●	100%	
Using Self-directed Teams			70%	Take Test
Lesson Overview	Overview	●	100%	
What Are Self-directed Teams?	Instruction	●	20%	
Why Use Self-directed Teams?	Instruction	●	60%	
Creating and Managing Self-directed Teams	Instruction	○	100%	
Creating Self-directed Learning Materials			44%	Take Test
Lesson Overview	Overview	○	75%	
Analyzing Needs and Capabilities	Instruction	○	80%	

2. Let's go through the four components of the module.

3. After each section we will discuss the knowledge presented and how it might be used.

Module 1 Review

List one point that you learned, or re-learned.

Why will this point be valuable to your continuing education?

Learning Plan

A Learning Plan provides a direction for your self-directed learning activities. To maximize the benefit of a learning plan, write it down. A Learning Plan includes

- Skills To Develop – statements describing the end result
- Learning Activities – how will you use the identified resources
- Resources – what will you use to achieve your objective
- Target / Completion Dates
- Evaluation – how will you measure or demonstrate your learning after the activity

A learning plan will help determine what you need to know, what resources will be needed, how to use those resources and how to evaluate your learning.

My Learning Plan

Skills To Develop	Learning Activity	Resources	Target Date	Evaluation	Completion Date

Learning Plan Example

Skills To Develop	Learning Activity	Resources	Target Date	Evaluation	Completion Date
Identifying customer needs	Read “How to Wow Customers” from the Professional mentor on-line program	1 hour No cost	March 12	Change 2 CS actions	
	Register for and attend “Customer Service Training”	6.5 hours \$125	April 3	Change 2 CS actions	
Technical skill development and improvement	Register and attend advanced ORBIS searching classes	6.5 hours No cost	April 23	Increase search skills	
	Meet with Joe T. to learn how to set up a simple data base in Access	1 hour No cost	May 1	Set up Access db	

Now let’s begin Module 2 by taking the pretest

Module 2 Review

List one point you learned, or re-learned.

How will this point affect your future continuing education?

Why was the group interaction helpful (or not helpful) to you during this course?

Reflection

1. How can the workplace support you in your pursuit of knowledge and skills?

2. How will your learning style impact your ability to be successful in online learning?

3. Why will asking questions be valuable to expanding your knowledge?

4. What skills, resources, and relationships will you need to be successful as you pursue your continuing education?

5. What will be your challenges as you pursue your continuing education goals?

Rank your comfort level in using the following resources as part of your continuing education plan.

Type of User →	Novice	Okay	Good To Go
Self-Directed Online Courses			
Instructor-Led Online Courses			
Group Learning			
Webinars			
Face-to-Face Instruction			
Competencies			
Learning Plan			