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](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 fit your learning needs at this time?
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.
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.

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

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

**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?
The Potential of Self-Directed Learning

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

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

3. **Click** on Launch Course

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](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](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.....

1. At the bottom of each slide there are several icons

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

b. 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.

1. 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.
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**

<table>
<thead>
<tr>
<th>Skills To Develop</th>
<th>Learning Activity</th>
<th>Resources</th>
<th>Target Date</th>
<th>Evaluation</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Learning Plan Example

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

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?
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.**

<table>
<thead>
<tr>
<th>Type of User</th>
<th>Novice</th>
<th>Okay</th>
<th>Good To Go</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Directed Online Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor-Led Online Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Learning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webinars</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face-to-Face Instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competencies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>