**Professional Development: Environmental Scanning Worksheet**

Need:

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What we have:

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Goal:

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Plan:

Target: Phase 1

* Determine course structure
  + Goal
  + Articles/knowledge/background
  + Opportunity for networking
    - Who does it well within (library)
    - Who does it well within (community)
    - Who does it well within greater library world
  + Opportunity for reflection or putting into action (demonstration that goal of course achieved)
    - What should change in current practice
    - What should stay the same in current practice
  + Resources for continued learning/review/innovation
  + Evaluation of course by staff for implementation
* Template for (location for work to be kept)
* Determine needs for
  + (PDS course title)
* Develop courses for
  + (PDS course subjects)

Target: Phase II

* Implementation of (PDS course title)
* Review by creators of implementation and staff feedback
  + Adjust as needed
  + Update and verify links annually. (Identify positions responsible for doing)
  + Update and verify impactful based upon performance evaluations annually. (Identify positions responsible for doing)
* Update and verify relevance post job description review tri-annually. (Identify positions responsible for doing)
* Develop courses (Next PDS course subject to be developed) and feedback

Professional Development:

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| Phase/Time Frame | Focus Area | Description | Person Responsible | Community Partner/Resource | Cost | Progress |
| Phase 1 | | | | | |  |
| Q1 2021 | Project Description | Meet as a group in order to review goals, timeline, and expectations of the professional development series. | Ex Dir |  |  |  |
| Q1 2021 | Course Description | Establish topics, goal, completion date |  | Determine through individual teams |  | Identified need areas for three streams: Librarianship, Supervisor, Technology |
| Q2 2021 | Courses Development |  | Professional Development Teams | Determine through individual teams |  | Librarianship is trail running History of Libraries and Reference/Readers Advisory; Technology has specified cybersecurity program; Supervisor has completed knowledge dump and now laying out in resource guide and training series (shifted through must know, can know) |
| Q3 2021 | Project Review | AST | Professional Development Teams |  |  |  |
| Q3 2021 | Dewey Knowledge Base | Items posted and available for review | DPS, DLR, DFi |  |  |  |
| Q3 2021 | Implementation |  | Ex Dir, DPS, BM |  |  |  |
| Q4 2021 | Performance Evaluation | Base level of new performance evaluation for success determination | Ex Dir, DF |  |  |  |
| Phase 2 | | | | | |  |
| Q1 2022 | Dewey Knowledge Base | Review links | DPS, DLR, DFi |  |  |  |
| Q1 2022 |  |  |  |  |  |  |
| Q1 2022 | Course Development | Librarianship Part II | Librarianship Team |  |  |  |
| Q2 2022 | Course Development |  | Librarianship Team |  |  |  |
| Q3 2022 | Dewey Knowledge Base | Items posted and available for review Librarianship Part II | DPS, DLR, Dfi |  |  |  |
| Q1 2023 | Course Review | Performance Evaluation to course Content | Ex Dir, DF, DPS |  |  |  |
| Q1 2023 | Course Changes |  |  |  |  |  |

\*Ex Dire = Executive Director; DLR = director of Library Resource; DFi = director of Finance; DPS = director of Public Services; BM = branch manager(s)