CALL/ACBD Professional Development Pathways

Adopted by the CALL/ACBD Executive Board August 12, 2015

Tier 1: introductory
Tier 2: advanced

Collection Development, Cataloguing, Metadata and Information Organization

Sample Professional Development Topics:

Collection Development

- acquisitions practices
- user-needs based collection building
- preservation practices
- collections maintenance and weeding
- license negotiation and implementation

Cataloguing

- cataloguing standards and practices
- metadata basics and standards
- resource description
- indexing

Metadata

- cataloguing standards and practices
- resource description

Information Organization

- resource sharing trends, practices and constraints
- information architecture
### Information Technology

**Sample Professional Development Topics:**

- bibliographic/citation software
- integrated library systems
- navigating online legal information databases
- navigating online information databases
- web design and maintenance
- appropriately optimizing social media for business purposes
- trends in hardware, software and applications for library, law practice and business purposes

- evaluating, selecting and implementing electronic solutions
- advanced web navigation
- advanced use of applications
- database creation and maintenance
- research data management / analytics

### Instruction

**Sample Professional Development Topics:**

- delivery methods
- preparation and implementation of learning tools
- preparation of teaching materials
- public speaking and presenting

- learning outcomes and syllabi creation
- curriculum development
- universal design for learning
- developing appropriate assessment tools

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1 See also, American Association of Law Libraries, “Law Student Research Competencies and Information Literacy Principles Report” (Approved by the Executive Board April 2011, Tab 4). Online: http://www.aallnet.org/Archived/Advocacy/AALL-Recommended-Guidelines/Student-Research-Principles.pdf
## Knowledge Management

### Sample Professional Development Topics:

- electronic document management
- optimizing technology to provide research tools
- development of intranets
- practice management
- process improvement
- developing precedents or other databases

## Leadership, Management and Professionalism

### Sample Professional Development Topics:

#### Leadership

- advocacy
- leadership theories
- team building
- information and knowledge strategy, including strategic planning

#### Management

- marketing and promotion
- policy development
- performance reviews
- communication planning
- metrics, data collection and analysis, outcomes analysis and review
- project management
- facility management, including space planning and design maintenance
- preparing RFP and outsourcing
- change management
- human resource management
- financial management and accounting
- operational management
- information technology and systems management, including security and privacy
- contract negotiation
- process improvement
- planning and scheduling
- chairing a meeting, including Robert’s Rules of Order
- ensuring workplace statutory compliance
- succession planning

**Professionalism**

- professionalism and ethics
- effective communication
- risk-taking
- career planning
- creative thinking, brainstorming and innovation
- networking and relationship building
- emotional intelligence
- stress management
- time management
- self-motivation
- written communication
- public speaking and presentation skills
- decision-making
- work-life balance
- assertiveness
- conflict resolution

- mentoring
- negotiation
- conflict resolution
## Reference and Research Services

### Sample Professional Development Topics:

| | • analyzing user needs and conducting a reference interview
| | • information seeking behaviours
| | • copyright law as it pertains to libraries
| | • customer service theory
| | • creating and maintaining of research tools
| | • forming and interpreting legal citations

| | • interdisciplinary research
| | • research tools and systems related to other disciplines
| | • competitive intelligence / business intelligence

## Substantive Law

### Sample Professional Development Topics:

| | • Canadian legal system
| | • Canadian legal process
| | • legal information research tools and sources
| | • law publishers and service providers
| | • the legal profession

| | • substantive law
| | • changes and trends in substantive law
| | • global legal sources and tools
| | • foreign domestic legal sources and tools
| | • international law sources and tools