From survivors to an amazing race team

Information Specialist: in a new environment

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South African Online User Group (SAOUG)

Training Tips Talk
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Overview

• Introduction
• Training with Sunette and Hettie
• Click up pages
• Conclusion (observations)
Introduction: new environment

- General orientation
- Different sections of the library
- Meeting colleagues and their responsibilities
- Sello Baloyi & Patson Nyalungu showed me the arrangement of level 5 collection.
Training with Sunette Steynberg

• Elna Randall (FLM) – allocated a mentor
• Comprehensive
  * administrative work, procedures,
    database searches and interlending
• Access to general information
• Social skills
Training with Hettie Groenewald

- Introduced me to the staff of the departments I will be serving
- IT related training
  * introduction to dreamweaver, UP Space, Clickup pages
  * (updating & uploading modules)
Clickup Pages

• Clickup pages used to be called Webct
• Study guide and references uploaded
• The library is responsible for updating and uploading the reference pages
• Copyright clearance first before uploading (scanned articles)
• To facilitate easy access to information
Welcome to this course in Asset Management. This module comprises a broad range of topics applicable to the management of physical assets that make up our built environment – plant and equipment, infrastructure and people. Topics related to physical asset management are covered extensively in depth within the modules comprising the MEM and MPM programmes offered by the Department of Engineering and Technology Management. However, the intention of this module is to integrate and emphasise the practical application of the concepts to physical asset management situations.

Please refer to the study guide for further information.

- Study Guide
- References

Prof JE Amadi-Echendu (tel +27 12 4205793) is the lecturer for this module. Good luck with your studies.
A summary of the international infrastructure management manual [211 kb] [3p]

http://www.ipwea.org.au

My Observations:

• Everything is advanced
  * Technology, the collection, service delivery and staff dedication

• The staff do their best to assist the clients

• Professionalism
  * by first giving me training

• Team spirit
  * helping one another
(Contd.)

• Good working environment
  * atmosphere,

• Facilities for students,

• Exposure – many professional
devotions opportunities for staff

• I want to be indispensable to this library

• I am happy to be part of this team!
THANK YOU!