

# CAVAL Human Resources Group Workshop September 2013 Career Design and Development

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**Date & Time**      Thursday 12 September 2013      9.00 a.m. to 12.30 p.m.

**Venue**      **RMIT University**  
Swanston Library  
Seminar Room 1  
Building 8, Level 5  
360 Swanston Street  
Melbourne VIC 3000  
Campus map:  
<http://mams.rmit.edu.au/ah5hshrpo0ky.pdf>

**RSVP**      by Thursday 5 September 2013  
<http://www.caval.edu.au/career-design-dev.html>

## Map and travel directions

**By public transport**  
<http://www.rmit.edu.au/browse;ID=zxirtq0jy6wn>

### By car

There is no on-campus parking available for visitors to the University. However there are a number of commercial car parks within a very short walk.

Metered street parking is also available around the City campus. Please note, time limits and clearway restrictions apply.

## CAVAL HR Group Workshop: Career Design and Development

To do well in today's work environment, Library & Information Services professionals need to be self-reliant managers of their own careers. As well as having the technical skills and abilities needed to work in a particular role, Library & Information Services professionals also need the skills, knowledge and attitudes to make good career moves.

The CAVAL HR Group invites you to participate in a lively workshop that introduces the expert services of Square Peg Careers.

Square Peg Careers offers career management & development programs designed to equip the 21st century professional with a kit bag of tools to proactively build and manage their own careers. The workshop is designed to be of interest to a wide range of library staff.

In particular, today's Library & Information Services professionals must position themselves to take advantage of possible career options by developing the knowledge and skills to:

- Participate in life-long learning that is supportive of their career goals.
- Locate and effectively use career information.
- Make career enhancing decisions.

The outcomes of our career management & development program are to:

- Provide targeted support to enable participants to develop proactive career management strategies.
- Provide insight into career possibilities & pathways.
- Assist participants to identify career enhancing activities such as mentoring, training, secondments, formal study, networking, presenting papers, etc.
- Review & reality check short and longer term career goals.
- Identify current skills & knowledge gaps and plan action steps to achieve career goals..
- Develop effective networking strategies to both explore possibilities and secure employment opportunities,
- Build career resilience.

### Program

<b>9.00-9.05 a.m.</b>	<b>Welcome and Introduction</b> Sandra Woods – Learning and Development Consultant- University of Melbourne Library and Chair of the HR Group
<b>9.05-10.45 a.m.</b>	Caitlin Burns – Director & Principal Consultant, Square Peg Careers Pty Ltd <b>Managing &amp; developing your career – 5 steps to building your strategy</b>
<b>10.45-11.00 a.m.</b>	<b>Morning tea</b>
<b>11.00-11.30 a.m.</b>	Caitlin Burns – Director & Principal Consultant, Square Peg Careers Pty Ltd <b>Networking for career development – what is it and how do I do it effectively? (Including networking for shy people!)</b>

**11.30 a.m.-  
12.30 p.m.**

Q&A style facilitated panel discussion with guest speakers from the industry.

**Identifying & understanding the career options & pathways available to Library & Information Services sector professionals.**

Margie Anderson – Victoria State Manager – Australian Library and Information Association

Caitlin Burns – Director & Principal Consultant, Square Peg Careers Pty Ltd.

Cathy Bushrod – Library and Information Services Manager – Baker & McKenzie

Barbara Horn – Executive – Merger Leader Community Health.

Previous roles include Director Museum Operations at Museum Victoria and CEO Yarra-Melbourne Regional Library Corporation.

Dr Michael Robinson – Chief Executive Officer – CAVAL Ltd. Previous positions include; Institute Librarian, The Hong Kong Institute of Education, Hong Kong; Founding Director of the Hong Kong Museum of Education; Director of Library Projects, RMIT International University Vietnam; and Associate Librarian (Business Development), RMIT Libraries.

**12.30 p.m.**

**Wrap up and evaluations**

Cathie Jilovsky – Chief Information Officer – CAVAL Ltd

Sandra Woods – Learning and Development Consultant- University of Melbourne and Chair of the HR Group