



I am going to make an impact!

Skills and attributes needed to move up in the
library and information world

Damian Lodge

Lecturer

Charles Sturt University



I am going to make an impact!

- Communication
- Building relationships in your workplace
- Managing perceptions
- Marketing yourself
- Interview skills
- Setting goals



I am going to make an impact!

- Communication
 - How do you communicate with
 - your colleagues
 - your supervisor
 - Meetings
 - Email
 - Staffroom
 - Public/clients



I am going to make an impact!

- Building relationships in your workplace
 - Who can help
 - Mentors
 - With management
 - Fellow staff
 - Strategic alliances
 - Sucking up to the boss



I am going to make an impact!

- Managing perceptions
 - Perception of yourself in the workplace
 - How you are perceived by your work mates
 - How you are perceived by management



I am going to make an impact!

- Marketing yourself
 - Education
 - Appearance
 - Skills
 - Attitude
 - Showbusiness





I am going to make an impact!

- Interview skills
 - Obtaining an interview
 - Purpose of the interview
 - Lessons from both sides of the interview desk



I am going to make an impact!

- What can you offer your workplace?
- Setting goals
 - Benefits of planning
 - 5 Year plan
 - Skills e.g. public speaking
 - Education and training e.g. Grad Dip Marketing
 - Position e.g. Manager - Information Services by 2009
 - Tall poppies
 - Set reasonable targets



Thankyou

Damian Lodge

dlodge@csu.edu.au

02 6933 2172

