Course: INF 387C – Managing Information Organizations

Format: Synchronous

Description: This course will develop your skills to effectively manage people and projects. Information professionals work in a multitude of settings and our course will consider work in organizations from traditional information institutions to tech companies and beyond. Topics will be addressed from a case study perspective addressing the topics of planning, organizing, leading, controlling, staffing, communicating, and collaborating. I will assess your performance and progress with individual and group assignments. Self-reflection and participation are essential to your success in this class.

Tentative Class Schedule:

|  |  |
| --- | --- |
| Module 1 | Planning |
|  | Assessment – Needs, SOP/policies, Evaluation, Accountability |
|  | Strategic Plans – Mission, Vision, SWOT, Community Context |
|  | OBPE: Outcomes-Based Planning & Evaluation |
| Module 2 | Organizing |
|  | Resources – Tech Plans, Collections, Facilities |
|  | Time – Time Management |
|  | Functions – Project / Workflow Management |
| Module 3 | Leading / Inspiring  |
|  | Difficult People |
|  | Difficult Situations |
|  | Difficult Conversations |
| Module 4 | Controlling |
|  | Risk Assessment |
|  | Safety and Security |
|  | Disaster Planning, Preparation, and Recover |
| Module 5 | Staffing |
|  | Hiring, Training, Evaluating, Promoting, Firing |
| Module 6 | Communicating |
|  | Meetings / Committees |
|  | Individual / Interpersonal |
|  | Marketing / Public Relations |
| Module 7 | Collaborating |
|  | Shared Resource Agreements |
|  | Participation in Consortia / Regional Systems |