# Introduction to electronic resources management

## Module 3: Training others to use electronic resources

### Unit 3.4: Next steps and action plan

## Exercise 3.41: Follow on action planning

**Work in:** Work with a colleague from your own institution if possible. If you are the only representative of your institution, please work alone.

**Time:** 20 minutes, following plenary discussion.

**The most important part of this exercise will be carried out when you return to work and implement your agreed actions. Please assume you will need to spend time on this, in your workplace, after the workshop.**

**As a condition of your institution’s participation in future workshops, you need to carry out the actions within 6 months and share a completed copy of this form with the Facilitator and Administrator of this workshop. The Facilitator will provide group feedback to all participants after reviewing the action plans.**

**Please be prepared to share some thoughts and progress on these activities with the other workshop participants.**

## Instructions

Spend some time thinking about the follow on activities which are possible after this workshop as discussed in the plenary session. You should elect to do at least **ONE** of the below.

Decide what follow on activities you can commit to do. These need to be appropriate to the workshop and meet the needs of the consortium as well as your own institution.

Complete the form below in as much detail as possible. At the end of this session, please give the form to the workshop administrator, who will make a copy of the form and return it to you. If possible, complete the form electronically and email it to the workshop administrator and facilitator. Download Word version at <http://www.inasp.info/en/training-resources/courses/courses/116/>

Participant’s name(s): ……………………………………………………………….…….

Email address: ……………………………………………………………………………...

Institution: ………………………………………………………………………….………..

Date: …………………………………………………………………………………………

Deadline for submitting the follow on tasks (as agreed by all participants, normally 3-6 months after end of workshop, no longer than 6 months after workshop):

…………………………………………………………..

| Appropriate task | Who is responsible for completing this task (where there is more than one participant from the institution) | What will I/we do to accomplish the task  You may need to break this down into steps towards completion. | What evidence will I/we collect | Progress achieved within 6 months | Evidence of progress |
| --- | --- | --- | --- | --- | --- |
| EXAMPLE (not from this workshop)  Advocate for researchers to add content to the institutional repository | Solomon  Head of Reader Services / Access | Develop key messages regarding advantages and benefits of an institutional repository for this stakeholder group  Develop a presentation making the case for researchers submitting their papers  Develop a user friendly, non-technical online submission form | Sample messages  Presentation  Evidence of steady growth of repository content |  |  |
| A printed or online “how to” handout/guide on search skills for a specific user group; |  |  |  |  |  |
| The outline of electronic resource usage training activities planned and implemented in the institution |  |  |  |  |  |
| Some examples of new ways you have marketed resources as a result – copies of leaflets, photos of marketing materials, copies of marketing blog posts |  |  |  |  |  |
| Describe another appropriate, equivalent task which meets the needs of the consortium and the member institutions |  |  |  |  |  |
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