

Name:

Development Activity Record

Subject:

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| Date: 2001-2002 | Type of Activity: Researching the impact of Freedom of Information legislation on Archivists/ Records Managers |
| Summary of what was covered and/or what was learned: Freedom of Information offers an opportunity to Archivists and Records Managers to publicise services. Local Authorities and other affected institutions will require the administrative and management expertise of Archivists and Records Managers to advise and execute policy. By looking at the proposed legislation, the underlying principles and existing professional comment I am now in a position to confidently advise my employers in this area. | |
| Possible application(s) of what was learned: The research has enabled me to participate fully in the debate concerning this legislation. It has given me the confidence and expertise to exploit, initiate and advertise the potential opportunities for Archivists and Records Managers. Contrasting the situation here to that in the United States has widened my perspective and provided me with an international viewpoint. I am also now much more familiar with web resources and will continue to use the Internet and the listserv to inform my work. | |
| Possible area(s) of impact on career opportunities if any: As a result of this research I have increased my profile throughout the Society and profession and increased my long term opportunities of working abroad, most notably in the USA. | |
| Other possible Development Activity(s) suggested by this activity: To join the Society's Legislation panel and keep up to date with developments in this area. To attend the Society's conference where this will be discussed and debated fully | |

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| Date: 17-18 Sept 2002 | Type of Activity: Project Management Course |
| Summary of what was covered and/or what was learned: During the course I discovered that much of what I was currently doing through instinct and a belief to be good work practice was actually recognised as a bone fide methodology. This increased my confidence, particularly with regard to carrying forward plans on my return to the work place. I also gained a clearer understanding of the roles of various people and support services such as the project sponsor and finance department and how to use them to best effect. I was introduced to various tools and techniques for planning projects, such as gantt charts and critical path analysis, which could also be used to convey or promote the project within the work environment. | |
| Possible application(s) of what was learned: On return to the work place I had gained confidence in my ability to bring the project to a successful conclusion and in my method of working. I also felt better equipped to plan and promote future projects, including the inevitable lottery bid. Several weeks after the course I attended a follow up day where we shared benefits gained and were able to give feedback on the course itself. | |
| Possible area(s) of impact on career opportunities if any: This has greatly increased my chances of promotion in the near future. | |
| Other possible Development Activity(s) suggested by this activity: I would now benefit from attending a personnel management course which would complement the skills gained here. | |