



# Training for Part-time and Temporary Workers (Library Training Guide)

*Anne Goulding, Evelyn Kerlake*

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Managers are finding themselves responsible for increasing numbers of part-time or "flexible" workers, staff who are not necessarily contracted on a permanent, full-time basis. Although library and information services provide a variety of training opportunities, the authors contend that managers over-distinguish between full-time and part-time staff and between temporary and permanent staff. Since most flexible workers are women and the information profession is predominantly female, failure to develop these staff has serious implications for the skill profile of the profession and the quality of provision. This volume in the "Library Training Guides" series aims to suggest how managers can adapt their training practices and policies to maximize the benefits of employing flexible workers while ensuring they comply with anti-discrimination legislation. The guide recommends ways that managers can tackle the administration, communication and training concerns of this particular group. It includes: definitions of the flexible worker and differences from "mainstream" staff; the history and current position of flexible library and information workers; a training strategy for flexible workers; training opportunities; continuing professional development; qualifications; career progression; training guidelines for managers of flexible workers. The guide aims to make managers aware of the management, work-related and training issues surrounding flexible workers and to equip them with appropriate management techniques in order to create a training strategy and workforce planning principles that will accommodate flexible workers. It is intended for all managers across LIS sectors who wish to maximize the potential of their changing workforce.

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