

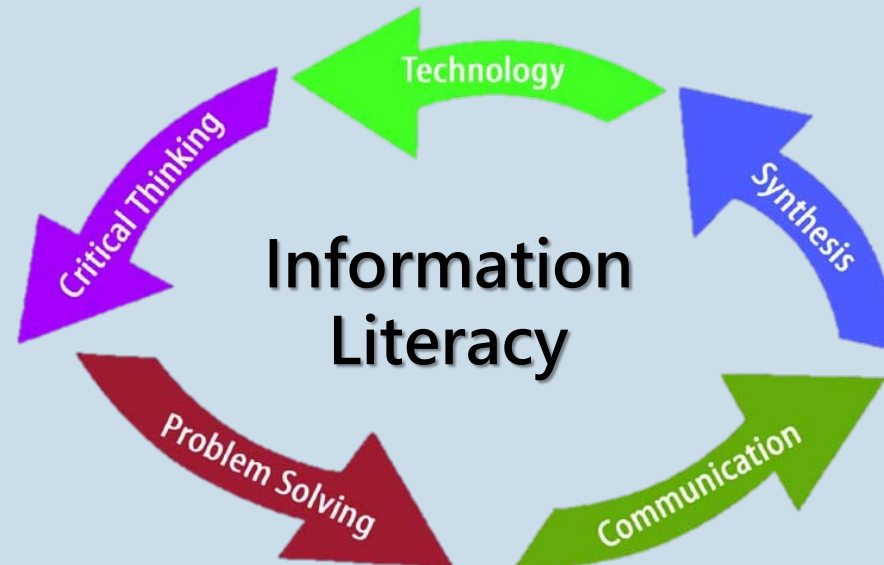
Information Literacy at the Workplace



By

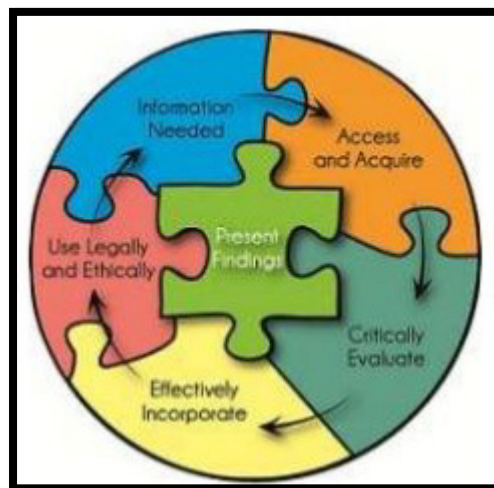
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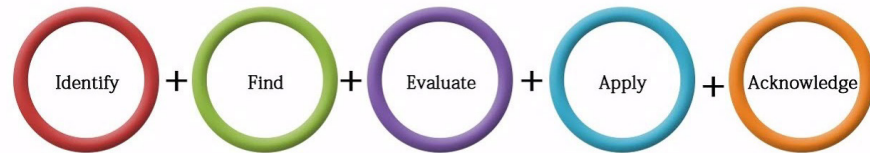
Information Literacy means:

- Being Information Smart.
- Knowing how to make critical judgement about Information.
- Having ability to locate, Evaluate and use effectively the needed information.



IL In Classroom

The information literate person can:



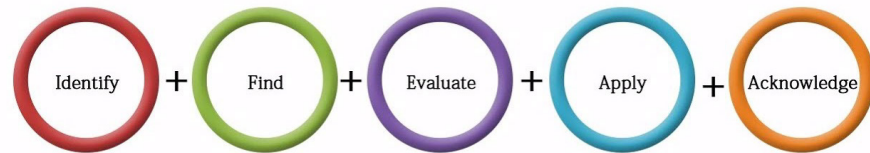
Information



- Recognize/ Identify problems
- Make a plan for finding information and solutions
- Formulate hypotheses and make predictions

IL In Classroom

The information literate person can:



Information



- Find information and data from books and the Internet
- Evaluate the credibility of the sources
- Organize and synthesize all gathered information
- Make conclusions and process understanding

IL In The Workplace

- ❑ Using various information resources and tools
 - The ability to use information in many formats is valued by employers and human resource consultants.

- ❑ Synthesizing information
 - Employees synthesize information from different sources, including online sources, colleagues, and specialized databases

- ❑ Evaluating information
 - able to analyze data or information to solve problems and make decisions.



IL In The Workplace

- ❑ Using and creating information in practice
 - Employees use information on the job to make decisions, present information, and communicate with people internal and external to the organization

- ❑ Collaborating with colleagues
 - the collaborative nature of the workplace means employees need to understand how to work in a team,
 - manage social interactions with colleagues,
 - participate in the collaborative setting, and
 - engaging with colleagues when performing research.



IL In The Workplace

Goad T. W. *“Information literacy and workplace performance”*

Proposed 16 steps for IL as a process that occurs in the Workplace:

1. Establish the need
2. Break the subject down into its parts
3. Identify relationships and hierarchies
4. Identify information sources
5. Identify multiple sources
6. Select a strategy
7. Develop a question list
8. Conduct the search
9. Authenticate the information
10. Filter the information while remaining focused
11. Analyse the Information



IL In The Workplace

12. Summarize the info once gathered
13. Select the information that applies
14. Put information into context
15. Apply the information
16. Evaluate the action taken and re-enter as necessary



Conclusion

- ❑ Information literacy is a skill set that is helpful for a lifetime.
- ❑ It helps people do well in school, work, and personal matters because you can recognize the difference between good information and bad information and evaluate situations from several perspectives.
- ❑ Everyone needs to know how to find answers to their questions, no matter what they may be.
- ❑ People who understand information literacy can solve almost any problem with precision and accuracy.

Conclusion

- ❑ Becoming information literate is an ongoing process of transformation and development facilitating qualities of workplace identity and learning to work collaboratively.

- ❑ Employers consider Information Literacy skill to be important in the workplace due to:
 - They need workforce that has a willingness and ability to continually learning new skill.