



26th August 2019

Dear Members

INVITATION TO A ONE DAY WORKSHOP ON ICT AND ESSENTIAL SKILLS FOR INFORMATION PROFESSIONALS IN LIBRARIES

You are kindly invited to the above-mentioned workshop which will be held at the Manzini Public Library on Friday the **13th September, 2019** starting at 0800Hrs.

PROGRAM

Activity	Time
Registration	08:00 – 08:30
Welcome Remarks and Objectives of the workshop – Ms. Faith Mkhonta – President ESWALA	08:30 – 08:45
Information Literacy and Information Retrieval Techniques. – Dr. Nomsa Mathabela	08:45 – 09:25
Evaluating Information Resources – Mr. Nkosinathi Dlamini	09:25 – 10:05
TEA BREAK	10:05 – 10:30
Customer Service Training (Public Relations) for libraries- Mr. M. Mkhonta	10.30-11.10
Introduction to Marketing and Fundraising Planning for Libraries – Ms. Dudu Kunene	11.10-11.50
Social Networks for Libraries - Dr. Anbu	11:50 – 12:30
LUNCH	12.30-13.30
Data Analysis and presentation using Microsoft Excel - Mr. Nqoba Msibi	13:30 – 14:10
Introduction to Citation Tools – Dr. Saulus	14:10 – 14:50
Program Evaluation	14:50– 15:05
Closing Remarks and workshop resolutions – Dr. Ncamsile Dlamini-Khumalo	15:05– 15:15
Vote of thanks – Ms. Lungile Dlamini.	15:15 – 15:30

Participation is for paid up ESWALA members. Thus members are encouraged to pay their subscriptions either before or on the day of the workshop.

Please indicate your attendance with the Secretary by the 9th September for planning purposes.

N.N. Mathabela
Secretary General