



***Wednesday 13 September 2006, Geneva
Hand-on Workshop “ New OSHE Services -
Working Smarter not Harder”***

Presented by

Sheila Pantry OBE, UK

Irja Laamanen, FIOH, Finland

Roman Litvyakov, ILO, Russia

Barbara Szczepanowska, CIOP, Poland

Members of staff, CIS HQ, Geneva



13 September 2006 09.30 at the ILO TRAINING CENTRE PAVILLION, Geneva

There will be a room full of computers for the delegates to use to explore these services. The whole training day aims to build on existing knowledge and skills and show how to use these new services to the advantage of CIS Centres wherever they are in the world.

Programme

08.30 – 09.15 Registration and welcome by CIS staff

09.30 - 09.45 Session 1 Short Introduction to the day by Sheila Pantry

- aims and objectives**
- finding out what exists, what is new and how to keep up-to-date**
- how the practical sessions will be carried out in each session**
- introducing the presenters**



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09.45 – 11.00 Session 2 New Information Sources, searching techniques and toxicology sources by Irja Laamanen

- analysis of information needs
- examples from a variety of sources
- information strategies
- primary sources
- secondary sources
- Practical session
- **11.00 - 11.15 Short Break or continue to practice on the computers**



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11.15 – 12.30 OSH UPDATE – introducing this new service, by Sheila Pantry

- what it is

- authoritative and reliable sources, where the data comes from

- what it does

- information strategies

- creating new services from it

e.g. newsletters, selective subject updates for individuals or groups, bibliographies,

- making it all work in a cost effective way

- contacting the OSHE information providers & network as backup and suppliers of information.

▪ Practical session

▪ 12.30 – 13.30 Lunch

NB Please return promptly for the afternoon sessions 4



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13.30 – 14.45 New Safework Bookshelf by Roman Litvyakov

- what is Safework Bookshelf
- what is in it
- new Safework Bookshelf structure
- how to make it work
- search tools and new functions (detailed description with some examples)
- information strategies- new effective services that can be created from it
- Practical session
- **14.45 – 15.00 Short break or continue to practice on the computers**



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15.00 – 16.15 Creating new services by Barbara Szczepanowska

- why Information Services need creating and promoting
- identifying audiences/users - locally, nationally and internationally
- variety of ways of promotion
- using existing and new services
- how to keep up with new sources of information
- case study Poland CIS Centre

16.15 – 16.30 Short break or continue to practice on the computers



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16.30 - 18.00 CIS services, by CIS staff members

- what is available
- what is New on the CIS website
- how to keep up-to-date
- how to use the services
- promotion and dissemination of CIS work to organisations and others in your own country

18.00 Summary and Close of workshop

end