

"The tool kit was developed by IRM Specialists in archives, libraries and records management (formerly ALARM) in partnership with the Cultural Human Resources Council with the generous support of Human Resources Development Canada. It presents the combined competencies that make up the work of professionals and technicians in information resources management occupations. It can be used by individuals to evaluate their own skills and to determine areas where they should pursue additional training. On an institutional level, this material can be applied in defining job profiles, developing competency-based professional development programs, negotiating and customizing training programs from external sources, developing career planning programs, recruitment profiles and individual position descriptions. On a broader scale, the Competency Profile can be used to increase understanding of the roles information professionals play, especially in organizations whose core business is not information resources management."

Céline Gendron, CHRC Board Liaison
Member of the IRMS Steering
Committee Member of the IRMS
Working Group

COMPETENCY TOOL KIT

FOR INFORMATION RESOURCES MANAGEMENT SPECIALISTS IN ARCHIVES, LIBRARIES AND RECORDS MANAGEMENT

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Cultural Human Resources Council

17 York Street, Suite 201

Ottawa, Ontario K1N 9J6

Telephone: (613) 562-1535

Fax: (613) 562-2982

E-mail: info@culturalhrc.ca

Website: www.culturalhrc.ca



**Cultural Human
Resources Council**

**Conseil des
ressources humaines
du secteur culturel**

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