



Information Literacy and Workplace Performance

Tom W. Goad

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Today's workplace demands skills for a knowledgeable, productive use of information. Success, both personal and organizational, comes from finding what is essential and optimizing its effectiveness. Goad teaches readers how to swim in a potentially overwhelming sea of data. Information literacy—the ability to recognize the need for information, to locate, access, select, and apply it—was once an academic matter. Nowadays, this critical array of skills concerns anyone working in a knowledge-based environment.

This easy-to-read, lucid guide attends to basic skills, thinking and decision-making, creativity enhancement, innovation and risk taking, computer literacy, subject matter literacy, learning how to learn, and securement of on-the-job help. As a special bonus, Goad discusses an unusual but highly relevant topic: how do we place work into the framework of our lives, and how can information literacy help? Both public and private sectors will find this an important resource for people at all organizational levels, making it a must have for anyone whose world is built on information.

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