Library Management Skills Institute I: The Manager*

Course Description

Library Management Skills Institute I: The Manager (LMSI I)—our most requested Institute—was designed using theoretical and conceptual frameworks to develop practical interpersonal and managerial skills. All concepts are enhanced by the application of techniques and strategies for immediate and long-term use.

LMSI I is intended for library managers—from team and project leaders to new supervisors to seasoned department heads. The content and practical application is useful because they are presented and explored in a library context and with colleagues who are facing similar challenges. The LMSI I has been presented for people working in all types of libraries and across the world.

LMSI I was designed nearly forty years ago on a solid foundation of tried-and-true management principals and guided by best practices in libraries. Since then, the Institute design has been enhanced regularly based on participant feedback and new information in the fields of leadership and management.

**Learning Outcomes**

*After this Institute, participants will:*

- Have a reinforced understanding of facilitative leadership as a management philosophy
- Have a greater awareness of their individual behavioral preferences as managers
- Be able to recognize their own and others’ abilities to influence and appropriately use power
- Understand the decision making options available to individuals and groups
- Identify what motivates people and explore options for working more effectively with staff
- Practice using tools for giving feedback and coaching employees
- Have a better understanding of the role of manager as organizational change facilitator

“Excellent! One of the best workshops I've attended during my career.”

New York University, June 2009
# Library Management Skills Institute I: The Manager*

## Agenda

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<tr>
<th>DAY ONE</th>
<th>DAY TWO</th>
<th>DAY THREE</th>
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<tr>
<td>9:00 a.m.</td>
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<tr>
<td>Introduction and Overview Management in Context</td>
<td>Power Dynamics and Influencing Skills</td>
<td>Motivation</td>
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<td>Lunch (12:00-1:00)</td>
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<td>Behavior Styles</td>
<td>Participatory Decision Making</td>
<td>Coaching for Performance</td>
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<td>The Helping Relationship</td>
<td>Closure and Adjournment</td>
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<td>4:30 p.m.</td>
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For more information about bringing the LMSI I to your area, please contact us at (202) 299-1045 or info@deettajones.com