**Library Management Skills Institute I: The Manager**

**What’s in store?**

*Library Management Skills Institute I: The Manager* is our most requested institute. This workshop is considered the seminal management professional development experience across academic and research libraries. It was designed over 40 years ago on a solid foundation of tried-and-true management principals and guided by best practices in libraries. The content and practical application are presented and explored in a library context and with colleagues who are facing similar challenges.

**Learn how to**

- Recognize your own and others’ behavior style preferences and make adjustments as needed
- Identify what motivates people and explore options for increasing staff engagement
- Identify when and what type of influencer role you can play to advance organizational goals
- Give feedback using a time tested technique that minimizes resistance and builds commitment

**Ideal for**

Supervisors, Department Heads, Coordinators, Managers and Administrators • Team and Project Leaders • Anyone interested in developing more confidence and expanding your toolkit as a leader/manager

**Duration**

3 days

**Objectives**

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
- Practice using tools for giving feedback and coaching employees
- Have a better understanding of the role of manager as organizational change facilitator

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“Developing the next generation of leaders”

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To schedule an Institute, complete a request form at: [http://www.DeEttaJones.com/contact](http://www.DeEttaJones.com/contact)
AGENDA

Day 1

9:00 a.m.
Introduction and Overview
Management in Context

Lunch Break

Behavioral Styles

Wrap-up 4:30 p.m.

Day 2

9:00 a.m.
Power Dynamics and Influencing Skills

Lunch Break

Participatory Decision Making
The Helping Relationship

Wrap-up 4:30 p.m.

Day 3

9:00 a.m.
Motivation

Lunch Break

Coaching for Performance

Wrap-up 4:00 p.m.

Instructional Methods
Session are highly interactive as participants engage in learning through:
- Case studies
- Personal reflection
- Practical application tools
- Group sharing

What Makes Our Programs Unique

Our programs are designed for busy adults, and respond to feedback received over the years. Time and time again clients have told us what they want: Deep expert facilitators, practical application of concepts and tools, and a collaborative learning environment. **We are known for:**

**Collaborative Learning** – Participants explore strategies for implementing ideas, share best practices and resources during and beyond the event.

**Practical Application** – Participants are introduced to the most widely and effectively used tools, and practice with them in session and with facilitator and colleague input.

**Expert Facilitation** – Our facilitators are matched to assure subject-matter experts and industry-specific professional experience.

“Excellent! One of the best workshops I’ve attended during my career.”
– New York University

“Applicable in that I could see the information helped me in my role as manager—giving me practical tools—but also allowing me to better understand how I can influence my manager.”
– Ohio State University