



American Association of Law Libraries

2007 Management and Leadership Institute





2007 AALL Management and Leadership Institute

Tucson Marriott University Park, Tucson, AZ

March 5-8, 2007

Program Overview

This four day Management and Leadership Institute will present leading edge strategies, equip you with essential tools necessary for management and leadership roles and increase your ability to manage and lead effectively. An action-learning approach will be utilized that includes: lecture, case studies, small group discussion, self-assessment tools, journaling, and skills practice.

Skill Level: Introductory/Intermediate

Competencies: Library Management, Leadership

Target Audience: All Law Library Professionals with at least three years of professional experience

By the end of this institute, participants will be prepared to:

- Understand the differences between management and leadership; understand the importance of integrating leadership and management in organizations today, i.e., practicing managerial leadership
- Analyze the library's role within the larger institution
- Construct a strategic plan

- Identify the emotional intelligence framework and the core competencies of emotional intelligence
- Understand the six leadership styles based upon the emotional intelligence competencies and how each can be used effectively
- Assess leadership practices to identify areas of strength and areas for development
- Utilize skills necessary to manage and lead

- Utilize project management techniques to design and manage projects
- Develop and utilize budgets and budget information

- Lead and develop teams of different types
- Identify the characteristics of effective teams
- Know when to use a team and when not to use a team

- Design and implement effective and responsive communication methods
- Identify and use proactive problem solving techniques
- Apply negotiation and advocacy strategies

- Create a personal development plan
- Identify network and mentor opportunities
- Assess and promote Law Librarianship as a life-long career
- Use tips and techniques to stay motivated, energized and productive
- Identify and analyze essential skills for promotion (utilizing core competencies)



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Agenda

March 5, 2007 - Management and Leadership: Principles, Practices and Competencies

- Principles and Practices of Effective Management
- Library Management Competencies
- Essential Skills for Promotion
- Library Management and Leadership Style
- Key Concepts and Practices of Effective Leadership
- Leadership Competencies: The Emotional Intelligence Framework

March 6, 2007 - Developing Effective Interpersonal Relationships

- Relationship Management
- Tools for Developing Effective Communication
- Conflict Resolution Strategies/Techniques
- Working with Different Generations to Achieve Generational Synergy

March 7, 2007 - Juggling: Learning the Art (and Science) of Management

- Strategic Planning Process: Developing a Strategic Plan
- Planning, Workflow (Business Process Management)
- Essentials of Project Management
- Managing Financial Resources-Budgeting Essentials
- Building Consensus-Proactive Problem Solving

March 8, 2007 - Transforming Libraries: Inspiring Change

- Working with Individuals, Groups and Teams
- Motivating and Building Commitment
- Championing the Library's Role Within the Institution: Building Partnerships
- Law Librarianship as a Life-long Career
- Create a Personal Development Plan
- How to Stay Motivated, Energized and Productive (Work/Life Balance)
- Library Management-Positioning for Promotion



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Facilitator Overview

Maureen Sullivan is an organization development consultant whose practice focuses on the delivery of consulting and training services to libraries and other information organizations. She has extensive experience as a consultant on organization development, strategic planning, management skills development, leadership development, introducing and managing organizational change, organization and work redesign, establishment of staff development and learning programs for today's workplace, revision of position classification and compensation systems, and the identification and development of competencies. She is a past president of ACRL (Association of College and Research Libraries) and LAMA (Library Administration and Management Association).



Ms. Sullivan designs and presents workshops and leadership institutes on topics of current relevance to librarians and library staff. Recent topics include recruitment and retention, generational synergy, transforming libraries, creating a collaborative workplace, and new approaches to performance improvement. She has presented programs at several AALL conferences and has served as a consultant to the libraries at the Vermont Law School, Harvard Law School, the University of Connecticut, Georgetown University, and the Boston College Law School. She was a principal designer and presenter of the American Association of Law Libraries Summer Institute in 1991, Management for Senior Law Library Administrators.

She is on the faculty of the annual ACRL/Harvard Leadership Institute and is a professor of practice in the new Ph.D./Managerial Leadership in the Information Professions program at the Simmons College Graduate School of Library and Information Science.

She received her MLS degree from the University of Maryland. For more information about Maureen, please go to www.maureensullivan.com.



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Registration and Application Overview:

The Management and Leadership Institute will run from Monday, March 5, 2007, at 9:00 a.m. to Thursday, March 8, at 4:00 p.m. Participant registration, conference materials, continental breakfast everyday, and lunch on two days will be provided by AALL. Lunch on the other two days and dinner is on your own. Participants will be required to arrange and pay for their own transportation and housing. A block of hotel rooms has been reserved for participants. More details about housing registration will be provided once applications are received.

All interested AALL members will submit an online application of interest. The application form will include the opportunity to describe career goals and how this institute will benefit you as you advance in your career. A total of 35 participants will be selected by the AALL Continuing Professional Education Special Committee.

Commitment

Participants must attend all training sessions, arrive on time, and stay through the end of each session. Once selected, please notify us as soon as possible if you are unable to attend the institute. Contact information is provided below.

The application deadline is **January 11, 2007**. Applicants are encouraged to apply early. Selected participants will be notified within two weeks of application deadline.

Sponsorship and Contact Information:

This Continuing Professional Education opportunity is brought to you by the American Association of Law Libraries. For additional information, please contact Michael Chiorazzi, Institute Coordinator, at (520) 621-5477, michael.chiorazzi@law.arizona.edu or Celeste R. Smith, AALL Education Manager, at (312) 939-4764 x24, csmith@aall.org.