



**Mountain Plains Library Association
Leadership Institute
April 27 – May 2, 2014**

**YMCA of the Rockies
Long's Peak Lodge, Granite Pass (meetings/sessions)
Walnut Dining Room (meals)**

Facilitator & Leader: Maureen Sullivan

AGENDA

Sunday, April 27

- 1:00 – 5:00 PM** **Arrival**, check in, move into rooms, unpack; Explore or relax
- 4:15 p.m.**
Room **Maureen and Aubrey meet with mentors – Long's Peak Lodge, Granite Pass**
- 5:00 – 5:30 PM** **Aubrey Madler – Long's Peak Lodge, Granite Pass Room**
Welcome, practical issues, logistics & questions
Introduction of Mentors & Participants
- 5:30 - 6:45** **Dinner**
- 7:00 PM** **Session 1 - Maureen Sullivan**
A. Introduction to the Institute Learning Experience
 • Purpose and goals
 • Review of schedule & learning activities
 • Learning approach & resources

B. Activity to set the stage for our work
- 10:00 PM** **Quiet**

Monday, April 28

7:00 – 8:15 AM

Breakfast

8:30 AM

Community Review: Announcements, issues to resolve, questions

Session 2 - Maureen Sullivan

- A. Leadership in Libraries: Challenges & Opportunities
- B. Principles & Practices of Effective Leadership

10:15 AM

Break

10:30 AM

Session 3

Mentors: Eric Norris, Holly Phillips, Dan Chaney, Dana Braccia

Get to know the mentors: Defining themselves and their Careers

12:00 – 1:00 PM

Lunch

1:00 PM

Session 4 - Maureen Sullivan

Understanding Your Work & Leadership Styles

- Self-assessment
- Improving your effectiveness as a leader

2:30 PM

Break

2:45 PM

Session 5 - Maureen Sullivan

A. Interpersonal Communication

- Key Components for effective communication
- Basic skills and techniques
- Skill practice: active listening and feedback

B. Managing Differences

- Diagnosing sources of conflict and disagreement
- Individual responses to conflict
- Skills and a simple process for resolving conflict

5:00 – 5:30 PM

Informal time meet with mentors and/or colleagues, reflect, read, walk...

5:30 – 6:15 PM

Dinner

6:15 – 10:00 PM

Informal time meet with mentors and/or colleagues, reflect, read, walk, games, etc...

10:00 PM

Quiet

Tuesday, April 29

7:00 – 8:15 AM **Breakfast**

8:30 AM Community Review: Announcements, issues to resolve, questions

Session 6 - Maureen Sullivan

Risk Taking

- Factors in risk taking
- A process for making risky decisions

10:15 AM **Break**

10:30 AM **Session 7 - Maureen Sullivan**

Using Power and Influence

- Understanding personal power
- Styles of influence

**A Conversation with Joe Murphy, Director, Library Futures,
Innovative Interfaces, Inc.**

12:00 – 12:45 PM **Lunch**

1:00 PM **Self-evaluation thus far**

Session 8 - Maureen Sullivan

Leading Change

- The leader's role as change agent
- Key aspects in large-scale change
- Building commitment

2:30 PM **BREAK**

2:45 PM **Session 9 - Maureen Sullivan**

Creating a Culture of Commitment

- Understanding motivation & empowerment
- Coaching & mentoring

5:00 PM **Leader as facilitator of group work**

5:00 – 5:30 PM **Informal time** for meeting with mentors, etc.

5:30 – 6:15 PM **Dinner**

6:30 – 8:00 PM **Session 10 - Maureen Sullivan**

Group Problem Solving & Decision Making

- Stages of group development
- Characteristics of effective teams
- Roles and responsibilities

10:00 PM **Quiet**

Wednesday, April 30

7:00 – 8:00 AM **Breakfast** - Dining Hall

8:00 - 8:30 am **Group pictures**

8:30 AM Community Review: Announcements, issues to resolve, questions

Session 11 - Maureen Sullivan
Project Planning and Management

10:00 **Break**

10:15 **Session 12 - Maureen Sullivan**

- A. Achieving Your Potential: Personal Planning
 - Developing commitment to personal change
 - Planning your development

- B. Guidelines for Continuing Your Leadership Development

- C. Selecting a Learning Partner and Guide from Peers

This ends Maureen's participation. Her Shuttle leaves at 1 pm.

12:00 – 12:45 PM **Lunch**

1:00 - 5:00 PM **Group Meetings with Mentor Leaders**
Open discussions in small mentor-led groups to explore topics and experiences relating to our leadership sessions.

Select a group to attend based upon your own experiences, interests, & challenges. Be prepared to contribute, to learn from others, to explore possibilities, and to take notes on good ideas you want to remember. Each group should select a recorder to compile a list of "best practices & good ideas" during the discussions. The group should decide how they wish to present these ideas during the evening session. Be creative - have fun! Groups are encouraged to use as much time as needed and to use the rest of the time informally: hiking, doing laundry, meeting with mentors and/or colleagues, hanging out, or just reflecting, reading, resting.

You will have from 6:15 until 7 this evening to get your presentation in order. Each group can have up to fifteen minutes for their report.

Option #1 - Leadership Beyond Your Library Borders: Lessons to be learned by taking on leadership roles in professional associations and organizations

Facilitator: Dana Braccia

Are you a member of a state, regional or national library association but have never chaired a committee or run for office? Wondering what kind of experience or skills you need and what will be learned on the job? How can these roles help further your career and add depth to your professional experience? What are the disadvantages? How do you determine what association and role may be a good fit for you?

Option #2 - Leading at Your Level

Facilitator: Dan Chaney

Being a leader doesn't necessarily require a leadership position. There are lots of things you can do right now to put your leadership skills into practice as you work to become the type of leader you want to be.

Option #3 – Risk Taking

Facilitator: Eric Norris

By keeping with the resources and wherewithal of an organization, how can leaders encourage taking risks? A leader helps increase the staff's willingness to experiment, to take risks, and pursue innovation, by understanding the rewards, the available resources, the organizational expectations, and those who are more or less likely to support change.

Option #4 - Leading with process: strategic plans and project management as leadership tools.

Facilitator: Holly Phillips

Strategic plans and project management are key tools for success in any workplace. Leaders use them to ensuring the mission and vision of a library are carried out in an effective manner with shared understanding from all employees.

5:30 – 6:15 PM **Dinner** - Dining Hall

6:15 – 7:00 PM **Discussion groups** finish preparing their presentations or just relax

7:00 – 8:30 PM **Session** – Granite Pass room in Long's Peak Lodge
Presentations from afternoon discussion groups

8:30 – 9:30 PM **Informal time** for meeting with mentors or colleagues, reflecting and/or reading, hanging out, resting, playing games

10:00 PM **Quiet**

Thursday, May 1

- 7:00 – 9:00 AM** **Breakfast** (buffet available until 9:00 am in Dining Room)
- 9:15 AM** **“Unconference” Sessions** - Facilitated by Mentors
Topics to explore further, issues not covered, etc.:
- 10:00 AM** **Break**
- 10:15 AM** **“Unconference” Sessions cont.:**
- 11:00 AM** **Free Time** - Meeting with Mentors
- 12:00 – 12:45 PM** **Lunch** - Dining Hall
- 1:00 PM** **Mentors’ Panel:** Facilitated by Aubrey Madler
Open forum – bring your questions, hear their stories
- 2:15 PM** **Break**
- 2:30 PM** **Mentors’ Panel cont.:** Facilitated by Aubrey Madler
Open forum – bring your questions, hear their stories
- 3:30–5:30 PM** Free time - Work on individual plans for development & growth; Pack; Hang out; Hike;
Final opportunities for meetings with mentors & colleagues...
- 5:30–6:15 PM** **Dinner**
- 7– 9:00 PM** Free time, pack, etc.
- 10:00 PM** **Quiet**

Friday, May 2

- 7–8:15 AM** **Breakfast** - Dining Hall
- 10:00 AM** **Checkout**
- Departures throughout the morning; turn in room keys
Shuttles leave from for DIA at 5 am, 7 am, 10 am & 1 pm
No further meals served
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