**Skills for the Everyday Leader**

**Event Description:** Many of us regard a move into management as "going to the dark side," but leadership is not only reserved for those with manager in their title. Learning effective supervisory skills can benefit many levels of work in the library, especially if you wear multiple hats in your organization serving as both staff peer and manager. Find out the top 10 mistakes to avoid and the top 10 actions to take as an everyday leader. By the end of this webinar, you'll have some simple and effective tools to help you work more powerfully with your colleagues or become the supervisor you always wanted to work for.

**Presented by:** **Edra Waterman**, Director, Hamilton East Public Library, Noblesville, IN

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| **What are your goals for viewing this webinar?** |
| **Personal Goals** |  |
| **Team Goals** |  |

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| **Activity 1**  |
| Edra shares 10 key behaviors we can all work to avoid to be a better leader no matter our role at our library. What are the top 3 behaviors that really stand out to you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_List 1-2 behaviors you feel confident **you avoid today**:List 1-2 behaviors to avoid that **you’d like to *begin* avoiding**: |
| **Discussion question** |
| Share an example of something you’ve seen a leader “avoid” that left a positive impression on you. Describe the scenario and how their words and/or actions helped the situation or culture at your library.How have you tried to immulate this in your own worklife? |

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| **Discussion question** |
| **10 Actions to Take** – Know your stuff / Is it the truth? / Communicate / Share the work / Sidle / Learn to FIRRCatch ‘em being good / Admit when you’re wrong / Be the shield / Do as I do, not as I sayWhat are ways that I can model 1 of these actions in my own day-to-day work? How can I empower staff in all areas to take positive action? What is a barrier (in my self or at my organization) that keeps me from taking action? How can I move past that barrier myself? |
| **Activity 2** |
| **Learn to FIRR** – Fact / Impact / Respect / Request – a tool for communicating\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Sample Scenario****:* one of your staff members is late to work all the time.**Fact**: “You’ve been late 4 times in the last 2 weeks.”**Impact**: “When you’re late it’s really difficult to get the library opened on time.”**Respect**: “I understand that it can be difficult to get here on time, it’s hard for me sometimes too.”**Request**: “I need you to be here on time over the next 2 weeks or we’ll need to meet again.”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Now it’s your turn! Think of a time when you’ve needed to discuss an issue with your staff or colleage.**My Scenario:****Fact**: **Impact**: **Respect**: **Request**:  |
| **Discussion question** |
| When someone is talking down to patrons, how can I translate that into a productive learning experience at that moment? Later in the day?How can I share appreciation for a job well done? |

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| **Action Plan** (include next steps, who, when, etc.) |
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| **NOTES** |
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