

# Leading Library Teams

How to achieve continuous team performance improvement

**Workshop Presenter**  
**ADAM LE GOOD**

This practical course equips library team leaders with the skills and understanding to manage their people for high performance while sustaining well being and motivation.

## **Who Should Attend**

The course is designed for library team leaders, new graduates and cadets who are moving into a team leadership, supervision or project management role with leadership responsibilities and aspirations. Anyone with leadership potential.

**WITH SPECIAL DISCOUNTS  
FOR ALIA MEMBERS.**

## **Strictly Limited Numbers**

Workshop numbers are limited to 20 to permit meaningful interaction between the group and to allow the presenter to give personal attention to individual needs.



## **WORKSHOP DATES**

**Adelaide**  
26 June 2012

**Brisbane**  
20 August 2012

**Melbourne**  
28 August 2012

**Sydney**  
29 October 2012

All participants  
will receive a  
certificate of  
accomplishment.

### Library Team Leaders

Being a successful library team leader means identifying, allowing for and managing personalities, differing working styles; organizational procedures and critical management factors.

Through effective planning and developing key competencies – problem solving, communication and leadership skills – you can transform a team striving for success into a performance driven team that achieves excellence.

In this interactive workshop participants will:

- > Understand what makes teams different
- > Know the attributes of effective teams
- > Know their responsibilities as team leaders
- > Be more effective communicators, able to use different styles for different team members
- > Be able to motivate their team members more effectively
- > Be able to deal more effectively with difficult behaviour
- > Explore proven strategies to create a team that:
  - values collaboration
  - experiences high morale
  - exceeds expectations

**Become the Library Team Leader of your aspiration.**

#### SESSION 1

### Effective team building

Review the unique team leadership requirements for library teams and learn how to excel

- > What is a team
- > Attributes of a well functioning library team
- > Barriers to effective teamwork
- > Tuckman's model of group dynamics

#### SESSION 2

### Leading and developing teams

Trust and good relationships underpin successful teams. Learn how to foster these within your team

- > The role of effective library team leaders
- > Guidelines for effective delegation
- > Team building exercises
- > Explore the problems of managing a team and learn strategies for success

#### SESSION 3

### The interpersonal dimension

Improve the sharing of information between team members and outside the team

- > The communication process
- > Barriers to communication
- > Active listening
- > Communication styles

#### SESSION 4

## Fundamental team motivation

Meet the basic human needs of work for high employee engagement and empowered teams

- > Empowering your team

#### SESSION 5

## Managing difficult behavior

Dealing with difficult people can take a heavy emotional toll and be destructive of workplace performance and productivity

- > Handling difficult behaviour
- > Principles of behaviour

## Evaluation and Close

## Methodology

Learning will be imparted by practical analysis and group discussions with expert guidance from the course leader. Each delegate will learn how to solve individual problems with the assistance of peers and the help of a skilled professional. The interactive learning approach and comprehensive reference material ensures that you can readily transfer what you learn back at the workplace.

## The Presenter

**Adam Le Good** has conducted a wide variety of management and personal development programs of both public and private sector organizations since 1988. He has been working with library groups since 2004 and understands the leadership skills required for leading successful library teams.



He uses practical applications of management principles and theory plus a humorous and theatrical style, to ensure that trainees enjoy their learning experience and are able to translate their newly acquired skills to the workplace. His knowledge of adult learning principles, group dynamics and learning styles ensures that the training will appeal to a broad range of participants.

## Program Timetable

<b>Registration &amp; Coffee</b>	8.30am	-	9.00am
<b>Morning Tea</b>	10.30am	-	10.45am
<b>Lunch</b>	12.30pm	-	1.30pm
<b>Afternoon Tea</b>	3.00pm	-	3.15pm
<b>Close</b>	5.00pm		

Breaks and lunch fully provided.

## In-house workshops

Enquiries for conducting Library Team Leaders in-house to Jill Moor at PICS -  
03 9835 8900 or [jillmoor@pics.com.au](mailto:jillmoor@pics.com.au)

## VENUES

### ADELAIDE

26 June 2012  
SEBEL PLAYFORD  
ADELAIDE  
120 North Terrace  
Adelaide SA 5000  
Tel: (08) 8213 8888

### BRISBANE

20 August 2012  
MERCURE BRISBANE  
85-87 North Quay  
Brisbane QLD 4000  
Tel: (07) 3236 3300

### MELBOURNE

28 August 2012  
THE METROPOLE  
44 Brunswick Street  
Fitzroy VIC 3065  
Tel: (03) 9411 8100

### SYDNEY

29 October 2012  
QUAY WEST SYDNEY  
98 Gloucester Street,  
The Rocks NSW 2000  
Tel: (02) 9240 6000

## IN-HOUSE

Enquiries conducting Leading Library Teams in-house to Jill Moor at PICS on (03) 9835 8900 or [jillmoor@pics.com.au](mailto:jillmoor@pics.com.au)

### Registration and enquiries, please contact:

**Jill Moor - P.I.C.S.**  
**PO Box 1040**  
**Hawthorn, Vic 3122**  
**T: 03 9835 8900**  
**F: 03 9835 8999**  
**E: [registrations@pics.com.au](mailto:registrations@pics.com.au)**

**Register Online:**  
**[www.pics.com.au](http://www.pics.com.au)**

PERFORMANCE  
IMPROVEMENT  
CONFERENCES &  
SEMINARS

**P i C S**  
[www.pics.com.au](http://www.pics.com.au)

**Fee:** The registration fee, including GST, is \$770 per attendee including lunches, refreshments and workshop papers.

**ALIA Discount:** A special discount is offered to current members of ALIA, (individual and institutional). The registration fee, including lunches, refreshments and workshop papers is \$693

**Registration:** Register online at [www.pics.com.au](http://www.pics.com.au) or forward the completed registration form by fax, post or email to secure your place. Payment must be made prior to the workshop

**GST:** Fees quoted include 10% GST. Registered entities will be able to claim an input tax credit for GST charges on taxable supplies made by PICS. It is the responsibility of those entities to assess their eligibility for any such tax credit.

**Payment:** On receipt of your registration a GST invoice will be issued by PICS. Payment may be made by cheque payable to PICS, credit card, or electronic transfer.

**Cancellations:** Should you be unable to attend, a substitute attendee is always welcome at no extra charge. Alternatively, we will make full and prompt refund for cancellations received fourteen days prior to commencement of the workshop less a 20% administration fee.

**Accommodation:** If accommodation is required it may be booked privately at the conference hotel. Ask for the conference discount rate.

Adelaide	SEBEL PLAYFORD ADELAIDE	Tel: (08) 8213 8888
Brisbane	MERCURE BRISBANE	Tel: (07) 3236 3300
Melbourne	THE METROPOLE	Tel: (03) 9411 8100
Sydney	QUAY WEST SYDNEY	Tel: (02) 9240 6000

## REGISTRATION FORM

**PICS ABN: 15 062 943 766**

One form per person.  
Photocopy if necessary.

### Leading Library Teams

Please complete and return with your payment to PICS as soon as possible. Registration Fees are payable in advance.

Surname \_\_\_\_\_

First Name (for badge) \_\_\_\_\_

Position \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postcode \_\_\_\_\_

Tel ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

I wish to attend:  **ADELAIDE**  **BRISBANE**  **MELBOURNE**  **SYDNEY**

Discount:  **ALIA DISCOUNT** MEMBERSHIP NO. \_\_\_\_\_

CHEQUES PAYABLE TO P.I.C.S. OR CHARGE TO:

**VISA**  **MASTERCARD**  **AMEX**  **DINERS**

Account Number \_\_\_\_\_

Name (Please Print) \_\_\_\_\_ Expiry Date \_\_\_\_\_

Authorised Signature \_\_\_\_\_ Authorised Amount \_\_\_\_\_

**PICS is 100% Australian owned and managed**

In the event of unforeseen circumstances, PICS reserves the right to substitute other speakers or otherwise amend the program as necessary.