



## **Moving into Management**

*Workshop Agenda  
Winter 2007-2008*

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Instructor  
An Infopeople Workshop

### **What Is Management?**

- ◆ Four Requisites of Becoming a Manager
- ◆ Why Do People Want to Be Managers?
- ◆ What Is Expected of a Manager?  
*Exercise #1 Analyzing Past Experience*

### **Roles of a Manager**

- ◆ Six Key Roles of a Library Manager  
*Exercise #2 What Would You Do?*

### **Tips for a Successful Transition to Management**

- ◆ Four Tips for Successful Management
  - ◆ Listening
  - ◆ Decision-making
  - ◆ Managing meetings
  - ◆ Mentoring*Exercise #3 Implementing Your Project*

### **Your Personal Plan**

- ◆ Realities of Moving into Management
- ◆ Myths vs. Reality
- ◆ Factors That Make the Transition Work
- ◆ Benefits of Being a Manager
- ◆ How You Can Prepare Now for Management  
*Exercise #4 Your Personal Action Plan*

### **Summary and Evaluation**

*There will be two 15-minute breaks and an hour for lunch.*