

THE NEXT STEP: Managing Up, Down and All Around

Trainer: Jerry Hurst
 Date: Tuesday 4th December
 Time: 10.00am—4.00pm
 Location: Hull Collegiate School,
 Tranby Croft, Anlaby, East Yorkshire, HU10 7EH

Course description

This course is for all involved in the management of school libraries. Exploring three key elements of management; project management, negotiation skills and managing staff. Delegates will learn of accepted workable theories and practical experiences. It is expected delegates will either be managing a Library already or wish to move to this level, and be Head of Department regardless of their actual job title or in-house status.

Trainer

Jerry Hurst (<http://www.jerryhurst.co.uk/>) BA (Hons) Dip Lib MCLIP is an experienced trainer, working with libraries, museums, galleries, archives, schools, youth services and other agencies. Jerry has worked as a Librarian for twenty-five years at all levels up to and including Senior Management. Jerry has been a key member of senior management teams in planning and development of a new library, co-ordination and delivery of funding bids, creation of service offers and the development of marketing, promotion and customer care strategies.

Outline of the day

- 10.00 Registration and coffee
- 10.15 Housekeeping
- 10.20 Introduction to the day
- 10.30 Project management: what does this entail, why it so important and links to national and school priorities.
- 12.00 Lunch
- 12.30 Managing staff – up and down: *management* and *leadership* in action. Thinking about our strengths... and areas for development.
- 2.30 Break
- 2.45 Negotiation skills: partnership success through purposeful give and take
- 3.45 Plenary
- 4.00 Close



Book by Monday 19th November