

PROGRAM STRUCTURE /

Participants will attend a three-day residential program from **Tuesday 19 May** to **Thursday 21 May 2020** at Rydges on Swanston, 701 Swanston Street, Carlton, followed by a half-day workshop on **Friday 5 June 2020** at State Library Victoria.

Participants must be able to attend all three days, plus the half-day workshop, and remain in residence overnight for the duration of the main program, as program activities will extend into the evening.

SCHEDULE /

DAY 1 Managing self

- Welcome
- Personality types
- Emotional intelligence

DAY 2 Managing teams

- The team development cycle
- Creating a high-performance, constructive team culture
- Addressing common team management challenges

DAY 3 Managing the business

- Business management concepts
- Strategy and systems thinking for line managers
- Leading and managing change

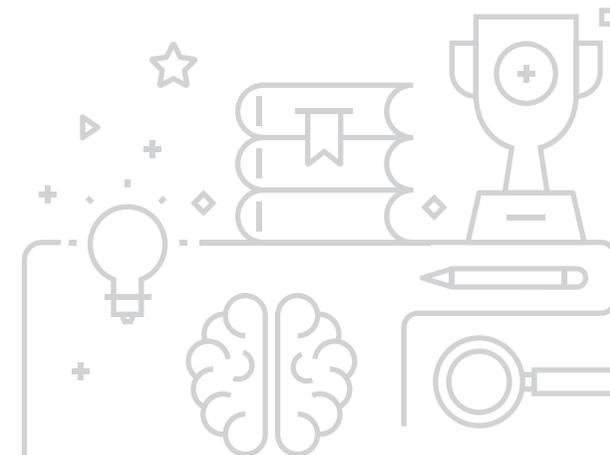


ABOUT ATWORK CONSULTING /

Atwork Consulting delivers impactful consultancy and development programs, based on the principle that every organisation can design better strategy, build better leaders and managers, create better culture, and achieve higher performance with happier people.

They believe that every leader, at every level, has the capacity to grow, and to develop their capabilities.

Director/Principal **Paul Murphy** and Senior Consultant **Anita Dickons** deliver programs in the community and not-for-profit sectors around themes including leadership and change. They bring abundant experience to working collaboratively as a balanced team, focussed on powerful, relevant outcomes for their participants.



MANAGING SELF, MANAGING OTHERS

A free professional development program for Victorian public library and State Library staff that introduces the soft skills of people management.



Rydges on Swanston
701 Swanston Street, Carlton

Tuesday 19 May – Thursday 21 May 2020

A half-day workshop to follow at
State Library Victoria on
Friday 5 June 2020



Managing Self, Managing Others is a free professional development program that introduces the soft skills of people management. Up to 20 places are available to enthusiastic mid-level managers, team leaders and coordinators from Victorian public libraries and State Library Victoria, who have supervisory responsibilities and are keen to develop their people skills.

The three-day residential program is facilitated by Paul Murphy and Anita Dickons of Atwork Consulting. Participants will learn how to develop a workplace culture of:

- best practice in staff management, through an understanding of emotional intelligence, personality types and team dynamics
- innovation, through open communication, staff development and team building
- partnering and collaboration with Victorian public libraries and State Library Victoria, through networking opportunities.

Managing Self, Managing Others is part of the Statewide Public Library Development Projects, a collaboration of State Library Victoria and Public Libraries Victoria.

WHO CAN APPLY? /

The Managing Self, Managing Others program is open to applications from:

- new managers, team leaders and coordinators employed in Victorian public libraries and State Library Victoria who would like to develop their management and team-building skills
- experienced managers, team leaders and coordinators who have had little formal management training.

Staff in small or regional library branches and services are particularly encouraged to apply.

Staff who have participated in the Shared Leadership Program are ineligible.



HOW TO APPLY /

Application and endorsement forms are available at <https://www.slv.vic.gov.au/about-us/scholarships-awards/managing-self-managing-others>.

Applications must be endorsed by the applicant's library service manager or CEO, or by the divisional manager for State Library Victoria staff.

Applications must be submitted by **COB Friday 31 January 2020**. They will then be assessed by a panel, and successful applicants will be notified before Friday 28 February 2020.