Top Skills Every Supervisor Needs

- Communication
- Problem-Solving
- Leadership
- Decision-Making
- Technical Proficiency
- Time Management
- Team Building
- Adaptability
- Conflict Resolution

Supervisor Skills Reference Guide Maine

Michael Seilmaier

Supervisor Skills Reference Guide Maine:

Supervision and Management Marie Keen Shaw,Hali R. Keeler,2018-09-18 Many library support staff LSS who do not have management training will assume supervisory roles in library services during their careers This book is written to help LSS understand support and apply the basic principles of library supervision and management in their work on the topics of regulations and bylaws hiring staff performance expectations leadership and professional learning Readers will learn how to engage in effective decision making and participate in productive library meetings The importance of library policies and procedures are explained through many practical examples The scope of the book addresses many different aspects and examples of library management and how LSS can seek supportive roles to enhance library services and programs Chapters are written on these topics Basic regulations and bylawsPrinciples of managementHiringStaff performance expectationsLeadership professional learningLibrary policies and proceduresThe book also addresses budget fundraising and grants partnerships community demographics marketing goal management customer service conducting meetings and effective decision making This book is aligned with the revised ALA LSSC competency standards for management and supervision and may be used as a textbook by instructors of Library Science programs or as a reference manual for library support staff who are learning on the job about the ever changing environment of working with others *Monthly Catalog of United States Government Publications* United States. Superintendent of Documents,1977 February issue includes Appendix entitled Directory of United States Government periodicals and subscription publications September issue includes List of depository libraries June and December issues include semiannual index **Labor Relations Reference Manual** ,1999 Vols 9 17 include decisions of the War Labor Board **User's Guide to Social Work Abstracts** ,1989

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