

PLA BOOT CAMP II
NASHVILLE, TENNESSEE
NOVEMBER 13-17, 2006

Monday, November 13, 2006

Tab 1: The New Planning for Results

- 8:00 Introductions
- Every Library Starts from Someplace Different
- The New Planning for Results
- Background
 - Key Points
 - Responsibilities
- In the Beginning: The Planning Committee is Key
- Members
 - Invitations
- User Needs: The Foundation of All Successful Plans
- Community Vision
 - Current Conditions
 - Community Needs
 - Needs Decision Tree
- 12:00 Lunch
- 1:00 Library Service Responses: The Programs and Services Link between
User Needs and Library
- Current
 - Proposed
- Goals and Objectives: Defining Results and Measures
- Goals
 - Measuring Progress
 - Objectives
- Write the Plan: Put It All Together

Tuesday, November 14, 2006

Tab 2: Activities and Organizational Competencies

- 8:30 Planning is Not Doing: Implementing for Results
- Linking Services and Priorities: Identifying Effective Activities
- Activities and Steps
 - Organizing and Categorizing Activities
 - Analyzing Activities
 - Dealing with Ineffective Activities
 - Criteria for Selecting Final Activities
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Building Operational Capacity: Identifying Organizational Competencies and Initiatives

12:00 Lunch

Tab 3: Data-Based Decision-Making

1:00 Everything Takes Time or Money – Or Both: Allocating Library Resources

- Two Planning Models
- Resource Allocation Assumptions

Guesses Aren't Good Enough Anymore: Using Data to Make Decisions

- Resource Allocation Definitions
- Deciding What Data to Collect

What Will It Take to Accomplish Our Activities: Introducing Gap Analysis

- Gap Analysis
- Types of Resources Needed
- When to Use Gap Analysis

Common-Sense Guidelines for Collecting Library Data

Wednesday, November 15, 2006

Tab 4: Managerial Skills and Staff Resources

8:30 Getting Things Done: Being an Effective Manager

- A Manager's Responsibilities
- The Managerial Grid
- Getting Things Done
- Measuring and Using Your Influence
- Coaching to Develop Managerial Skills
- Why Managers Succeed

Change in the Real World: Adapting to New Activities

- Getting Things Done
- Key Points
- Responsibilities

How Do Staff Spend Their Time: Gathering Data about Staff

- Estimates of Productive Work Hours
- Ways to Collect Data About Staff Activities

12:00 Lunch

1:00 How Do Staff Spend Their Time: Gathering Data about Staff (cont.)

- Types of Workload Measures
- Numeric and Process Analysis

"But We've Always Done It this Way:" Confronting Sacred Cows

Managing Change

Thursday, November 16, 2006

Tab 5: Facility Resources

- 8:30 The Anytown Public Library
- Floor Plan
 - Reallocating Space
- Managing Facilities for Results
- Tasks and Steps
- Looking at Your Library with Fresh Eyes
- Exterior
 - Interior

Lunch

Tab 6: Reallocating Resources

- 1:00 Implementing for Results: A Review of the Process
- Activity Plans: Who, What, When, and How Much
- Budgeting Basics: What Every Manager Needs to Know
- Methods of Budgeting
 - Program Budgets
- Reallocating Resources: Making the Changes that Make a Difference
- Making It Work in Anytown: Implementation Case Study

Friday, November 17, 2006

Tab 7: Monitoring Progress

- 8:30 Monitoring Progress: Keeping Track of All of the Data
- Mid-Course Corrections
 - Management Report
 - Board Report

Tab 8: Your Plans

- What's Next for Your Library?
- Sample Planning Timeline
 - Your Plan
 - Plan to Plan
 - Plan to Identify Activities
 - Plan to Identify Organizational Competencies
- 12:00 Adjourn
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