

Leadership Training Needs Assessment Summit Meeting Guidelines

1. Participate as equals with shared responsibility for the outcomes
2. Full attention and participation. Listen as allies.
3. Stay concise. Keep in the present moment.
4. Communicate openly, honestly, and respectfully.
5. Share the time.
6. Stay productive. Work for a better future.
7. Speak for only yourself during the meeting.

The Vision

The Summit is an opportunity to reflect, identify desired leadership behaviors and skills, recognize the gaps in leadership development, and create next steps to strengthen desired leadership behaviors among members of the Idaho library community.

This is the environmental scan phase for creating a portfolio of leadership activities which develop the desired leadership behaviors to support the 2020 Vision: Idaho libraries are the nexus of global information, innovative services and community, enabling us to sustain our history, empower our present and create our future.

This will be accomplished through a collaborative effort among the Idaho Commission for Libraries, Idaho Library Association, all types of libraries, and members of the Idaho library community. Following the summit, an advisory group of six people will synthesize the data gained in order to develop a portfolio of available leadership training activities to be published and promoted within the Idaho Library Community starting January 2015.

Group Process

We will working in small groups for most of the Summit. These guidelines will facilitate the small group process.

1. To prepare, start with quiet time for everyone to reflect and write notes.
2. Each person receives a turn to speak his or her piece without interruption. Each person gets the same amount of time.
3. If someone does not use all of the time, the group sits in friendly, interested, expectant silence, thinking about what has been said.
4. The person who is speaking can not give up any time. Silence is a way to have time to think and to give each person a chance to focus on the speaking person's contributions.
5. Individuals can ask brief questions of the person whose turn it is, for the sole purpose of drawing out more information or for clarification.
6. No one gets more than their share of time. It is up to the leader to set the appropriate limits and keep the group to its deadlines.
7. The leader takes notes about what each person says and keeps track of the time. Someone takes notes when he or she speaks.
8. Once everyone is done, the ideas are reviewed with the purpose of building on what has been said. Is there anything to add?
9. Synthesize the thoughts of the group into a cohesive statement or series of statements. This means eliminating duplication and sorting out less significant ideas.
10. At the end of the session, each person should feel they had a chance to speak, be heard, and make a contribution and have a product they can live with.

Guidelines for participating in a small group

Your task as a participant is to present your ideas and to elicit the best from each person in the time given. This means listening to what your colleagues are saying and giving them your full attention.

1. These sessions are a good time to practice your best nonverbal communication. Sit calmly. Look at the person talking.
2. State your ideas clearly and concisely.
3. Avoid side conversations when other people have the floor.
4. Avoid interrupting when someone has the floor. An exception is when you feel that one person is dominating the conversation; thank them and state calmly that you need to hear from someone else.
5. Ask “how” and “what” questions, which elicit more than a “yes” or a “no”. Avoid leading questions that start “Don't you think...” or “Isn't it true that some people...”
6. Use “I” statements, and avoid “we” and “they” statements.