

Making the Most of Middle Management

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Manage Up



Alignment: Strategic Plan



Align personal and departments goals with the overarching organization, city, or regional strategic or annual plan.



Understand Values



Get to know your supervisor or board.

Learn about their values and interests for your library.

Leverage your strengths.



Manage Down



Delegate, Coach & Communicate



Create a productive team by delegating duties and coaching them to the next level.

Share information with your team. Be transparent.

Recognize Success (and prepare for failure)



Celebrate outcomes.

Be open and ready for failure.

Help your team learn from
missteps.



Helpful Hints



Look and Listen



Engage in meaningful dialog
with all direct reports.

Be present.



Brush Up on HR Best Practices



You don't have to be an HR expert.

Find partners or referral points when necessary.





Find or Build a Community



Network with other middle managers.

Don't go it alone.

Seek help and advice.



THANKS!

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