

Am I Doing This Right: First Time Managers



Presented by: Kaya Burgin and Sondra Presley



Learning Outcomes

- More comfortable with transition to management
- Develop Strategies for Self-Care
- Best Practices for employee engagement and relations, ongoing vs. acute problems
- Successfully coexist with impostor syndrome
- Ways to build self-worth through the use and acceptance of compliments and positive feedback



Establish Circle of Trust

We want everyone to feel comfortable to share and listen to each other.

- Listen with attention
- Comment with intention
- Contribute to the well-being of the group
- Practice courage
- Maintain confidentiality
- Practice pauses for reflection

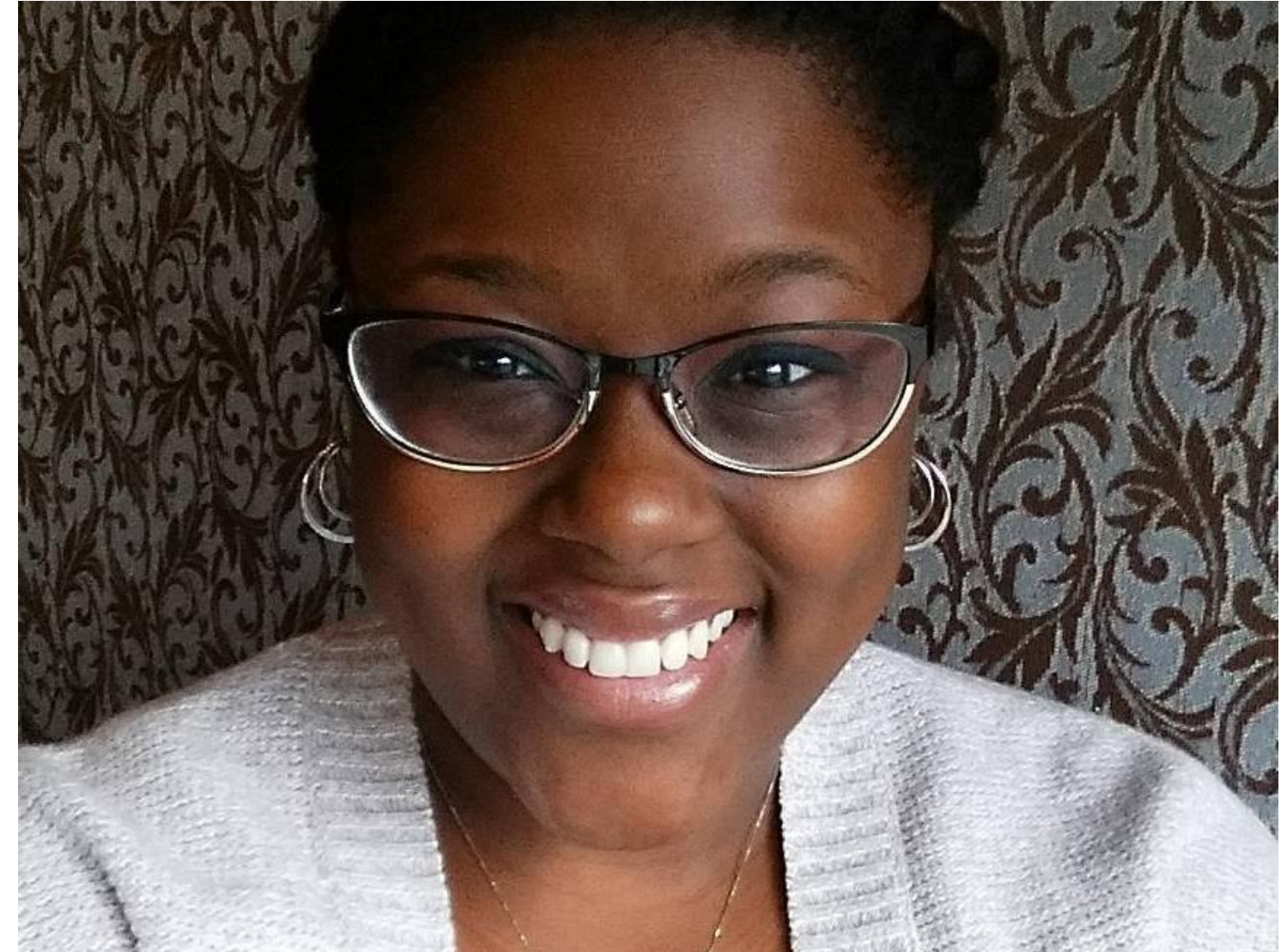


WHO ARE WE?



Kaya Burgin

**Cincinnati & Hamilton County Public Library
– Avondale,
Branch Manager**

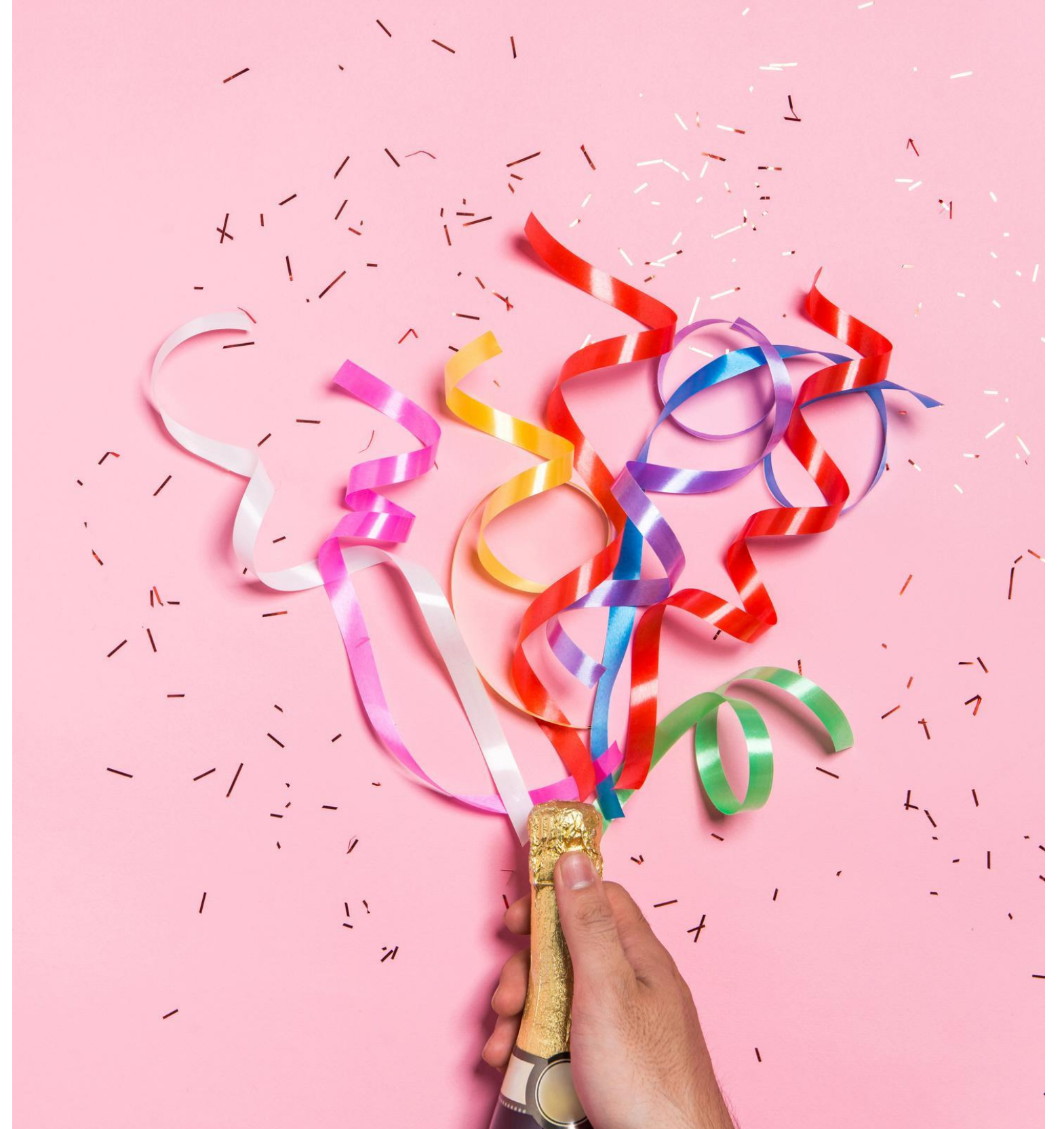


Sondra Presley

**Cincinnati & Hamilton County Public Library –
Price Hill
Senior Branch Manager**

Congratulations!!

For thinking about or made the leap to management.



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Becoming a Manager

The easy part is the interview. The
hard part is performing the job.



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All new territory for a new manager



Developing Management Style



Imposter Syndrome



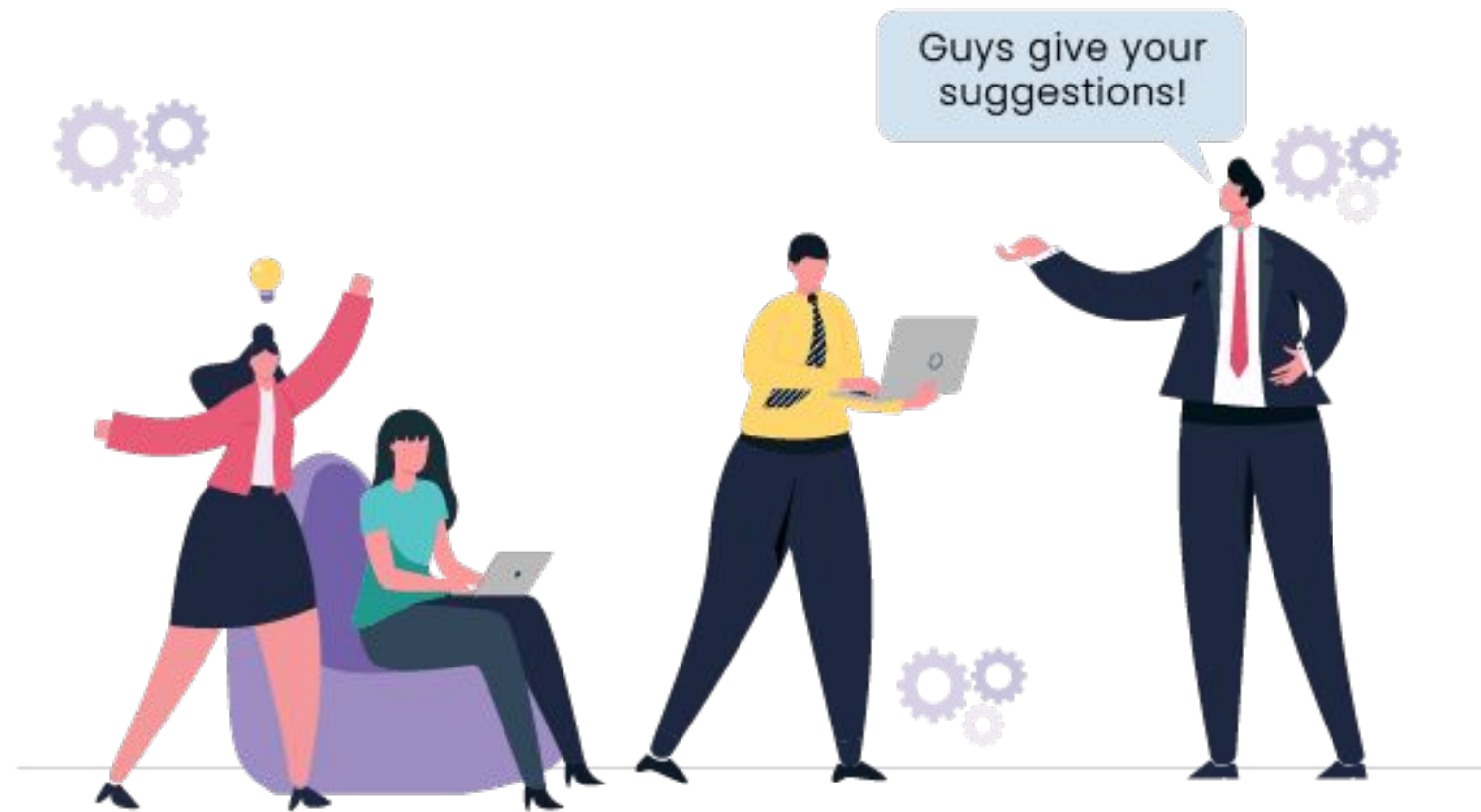
Building Confidence & Trust



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Leadership Styles

- Directive
- Visionary
- Coaching
- Affiliative
- Participative
- Pacesetting



Sondra's Leadership Style

Coaching



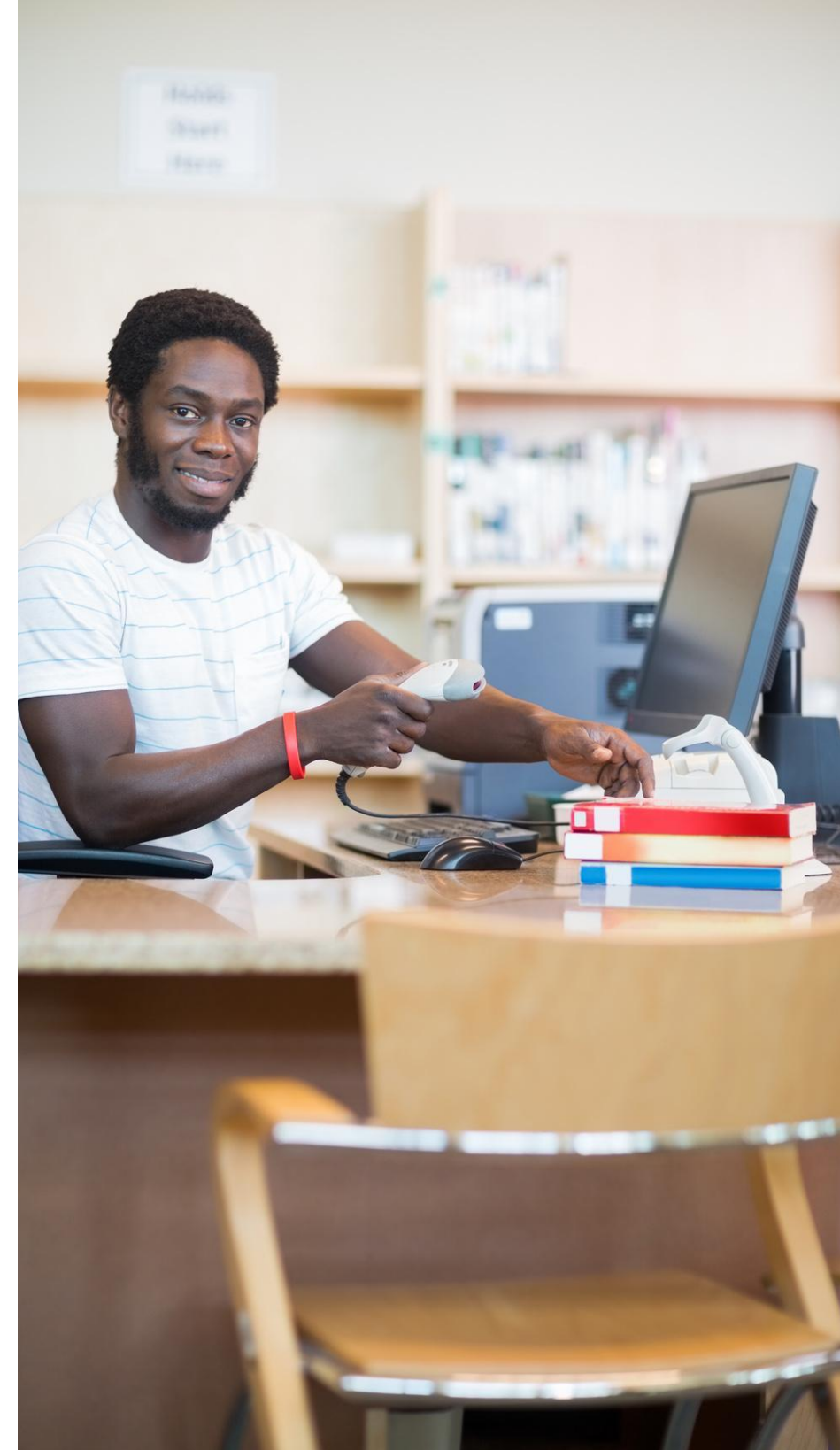
Kaya's Leadership Style

Coaching

Managers & Employees

Now you have made the transition to manager. There are few things you need to do to establish yourself in the new role.

- Set Expectations
- Inherit vs. New Staff
- Get to know your staff
- Building Trust with Staff
- Performance Manage Staff



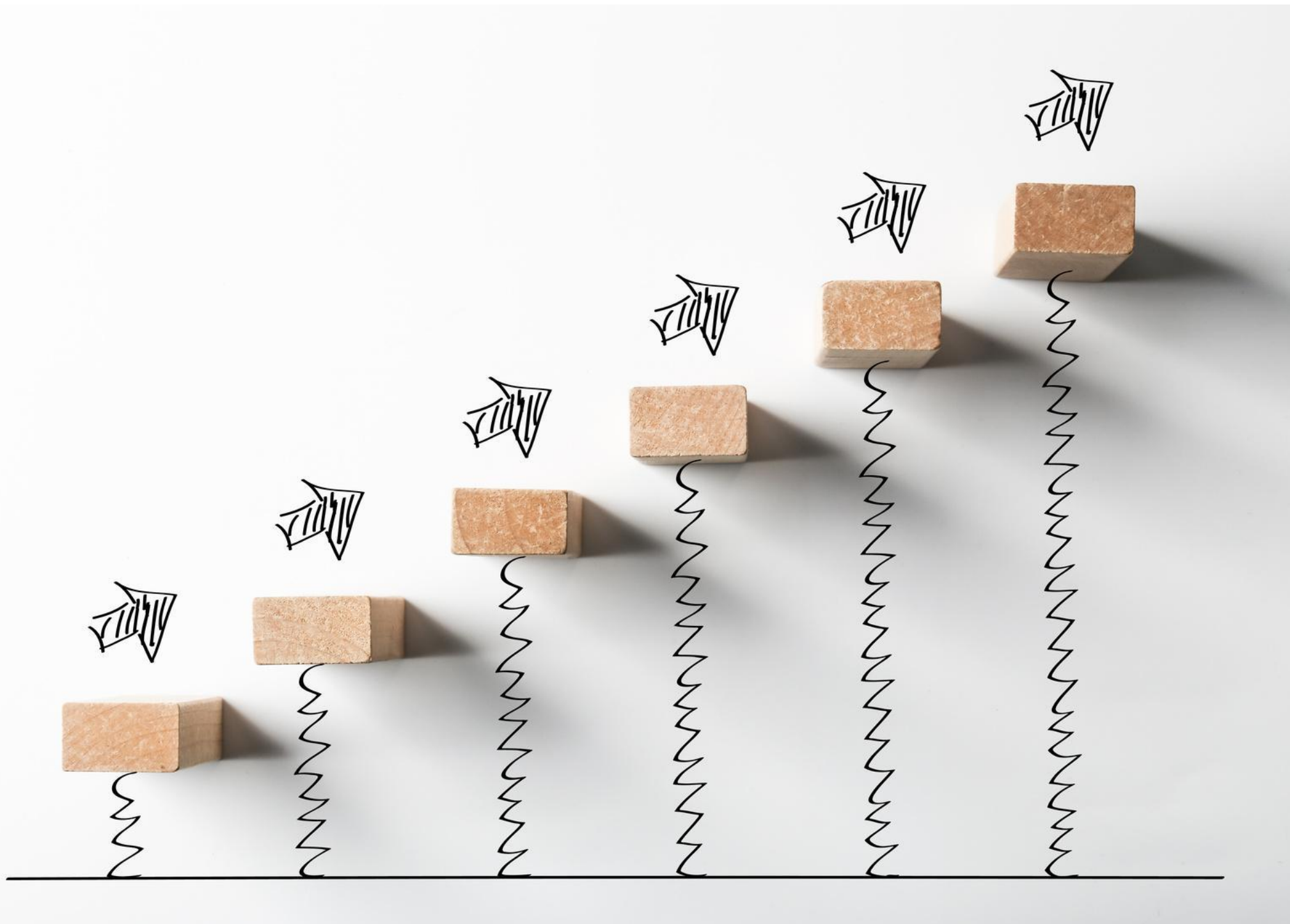
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Hiring Staff

- Don't Settle
- Don't Hire Yourself
- DEI
- People Matching
- Growing Staff
- Praise

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Growth

Opportunities

- Apply for other job opportunities
- Professional Development / Professional Organizations
- Don't Settle

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Manager Island

Find a Support Network

Trusted Group of peers or group outside
your place of work

Be Kind to Yourself

You are doing the best with what you have
been given.

General Well-Being

Take Care of yourself mentally, physically,
and spiritually



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Managing through a DEI Lense

The librarian profession suffers from a persistent lack of racial and ethnic diversity that has not changed significantly over the past 15 years.





In the Cincinnati & Hamilton County Public Library System

2021 CHPL Summary of EEO Data

CHPL Staff As of June 30th, 2021	
	2021
American Indian	0.1%
Asian	1.6%
Black or African American	12%
Hawaiian or Other Pacific Islander	2%
Hispanic or Latino	1.7%
White	82%
2 or more Races	1.3%

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ALA Racial Demographics

2017 ALA Draft Demographics Survey

ALA Members by Race or Family Origin		
% of members self-identifying		
	2014	2017
American Indian or Alaskan Native	1.1	1.2
Asian	3.5	3.6
Black or African American	4.3	4.4
Hawaiian or Other Pacific Islander	0.3	0.2
White	87.1	86.7
Other	3.7	4.0

When asked “**How do you describe your ethnicity?**” in 2014, 3.9% responded “Hispanic or Latino.” In 2017, 4.7% responded “Hispanic or Latino.”

Self Care as a Manager



Protect your Peace



Starter Kit

We have designed a starter kit to help you

1:1 Template

Rose, Bud, Thorn 1:1 Template

Performance Documentation

Scheduling Interview Tool

COIN Feedback Template

<https://bit.ly/managerstarterkit>



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Photo Credit

All photos are from Canva Pro Plan

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Questions!

A photograph of colorful wooden blocks spelling out 'THANK YOU' on a light gray surface. The word 'THANK' is on the top row, and 'YOU' is on the bottom row. The blocks are in various colors: blue, pink, yellow, green, purple, and orange. The letters are white and bold. The blocks are arranged in a slightly staggered manner, creating a 3D effect with soft shadows on the surface below them.

THANK
YOU

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Contact Us

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