

2015 LLAMA CAREER INSTITUTE
PROJECT MANAGEMENT FOR LIBRARIANS
FINAL PRESS RELEASE – 20 October 2014

Congratulations! Your boss has just handed you a new project. What do you do now?

LLAMA will present the third LLAMA Career Institute – entitled *Project Management for Librarians: Planning for Success* – on Friday, January 30, 2015 from 9 a.m. to 4:30 p.m. This institute will be held in conjunction with the American Library Association’s (ALA) Midwinter Meeting in Chicago, Illinois.

Led by Jennifer Sweeney, Ph.D., this full-day workshop will get you started on your project by providing you with the fundamental skills and knowledge you need to organize, track, and complete successful projects, both large and small. This course uses everyday scenarios to introduce key concepts in resource management, progress tracking, and team building. Participants will receive ample practice in problem-solving while engaging in fast-paced, hands-on activities and lively discussion.

Sweeney is a library management consultant as well as an adjunct faculty member in the College of Computing and Information Science at Drexel University. She has worked in leadership roles in academic, public, and special libraries, and has been developing management workshops and training sessions for librarians since 2006.

This full-day institute will provide an overview of project management and the basics of planning and managing projects with a focus on academic, public, and special library projects. At the end of the institute, participants will be able to plan a project, including identifying stakeholders, setting objectives, and defining activities, schedules and costs; assemble and manage a team; monitor progress; and manage problems that emerge during the lifecycle of a project. Using an interactive approach, this participatory workshop will provide participants with the opportunity to practice and apply concepts related to planning and managing a project through the typical phases of the project lifecycle – planning, build up, implementation, phase-out – and will learn about the key knowledge, skills, and tools useful to project managers.

The LLAMA Career Institute is open to all. Registration costs will cover workshop materials and will include light refreshments in the morning and afternoon; lunch will be on your own. Costs for this full-day LLAMA Career Institute are:

- \$175 for LIS Student Members and ALA Retired Members and current and past ALA Spectrum Scholars, ALA Emerging Leaders, ALA Leadership Institute participants (use code “Other Member” when registering to receive discounted rate);
- \$205 for LLAMA Divisional Members (use code “LLAMA2015” when registering);
- \$255 for ALA members
- \$305 for Non-Members.

On-site registration will be subject to availability and will be \$305.

Pre-registration prior to December 1, 2014 is recommended as space is limited. Register online at <http://alamw15.ala.org/ticketed-events> – this takes you to “Ticketed Events” on the ALA Midwinter site; then search for LLAMA Institute (Event Code LLA2).

Introduced in 2007, the LLAMA Career Institute is a continuing education offering aimed at early-career professionals and professionals at any career stage seeking to acquire new knowledge, skills, and competencies in support of active and ongoing career development or potential career changes.

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