

The Reference and Adult Services Division of NCLA presents:

MANAGEMENT SKILLS FOR MIDDLE MANAGERS

Are you feeling caught in the middle?
Join us to learn about skills and techniques that middle managers can use to improve and maintain relationships with coworkers both above and below.

Our speaker will be Jerry Nichols, Director of the Palmer Institute for Public Library Organization and Management. Mr. Nichols is a former Director of the Suffolk Cooperative Library System and has taught as an adjunct faculty member at the Palmer School of Library and Information Science since 1997.



Date: Monday, May 23, 2005
Time: 9:30am – Noon
Place: NLS—Geddes Meeting Room
CEUs: .25
Cost: Free for NCLA Members
\$10 for non-members (please make check payable to NCLA)
RSVP by May 9, 2005

Registration for “Management Skills for Middle Managers”

NAME: _____ **PHONE:** _____

E-MAIL: _____ **LIBRARY:** _____

Are there any specific issues you would like to see addressed? _____

Please send reservations and/or questions to Marcia Olsen, c/o Levittown Public Library, 1 Bluegrass Lane, Levittown NY 11756. Please return this form via US Mail or NLS; faxes will not be accepted.