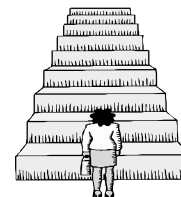


NEW JERSEY LIBRARY NETWORK



Summer 2005 Super Library Supervisor Series Series One: “Stepping Up To Supervisor”



Sponsored by the four Regional Library Cooperatives.

The Multi-Library Continuing Education Consortium, initiated by the Camden County Library and the South Jersey Regional Library Cooperative, originally designed the Super Library Supervisor Series. Many thanks to the following libraries for their support of our trainers: Kathleen Carr, SPHR, Director of Human Resources, Ocean County Library; Luisa Paster, Staff Development Librarian, Princeton University; Jeff Teichmann, Access Services, Rutgers University.

Series One includes six full-day workshops.

Target Audience: Library staff who are *currently supervisors*, but became supervisors within the past five years. (More experienced supervisors are welcome, if this is their first supervisory training.)

LOCATION:

Burlington County Library
5 Pioneer Blvd., Westampton, NJ 08060

COST:

\$195 Per Participant
(includes lunch and materials for all six sessions)

DATE	TIME	WORKSHOP
Thurs., June 30	9:30 am—3:30 pm	Role Modeling: From Employee to Supervisor
Thurs., July 7	9:30 am—3:30 pm	Communication I
Thurs., July 14	9:30 am—3:30 pm	Communication II
Thurs., July 21	9:30 am—3:30 pm	Conflict Resolution
Thurs., July 28	9:30 am—3:30 pm	Managing Time Effectively
Thurs., August 4	9:30 am—3:30 pm	Documentation

Sign-in and Coffee from 9:00 to 9:30 am

The Super Library Supervisor Series are: Series 1: *Stepping Up to Supervisor*; Series 2: *Supervising Others*; Series 3: *Working Together*

CALL HRLC FIRST

REGISTER EARLY!

SPACE IS LIMITED TO 25 PARTICIPANTS.

DEADLINE FOR REGISTRATION IS JUNE 10, 2005.

TO REGISTER **YOU MUST CALL** THE HIGHLANDS REGIONAL LIBRARY COOPERATIVE OFFICE AT 1-800-638-4752.

DIRECTIONS TO BURLINGTON COUNTY LIBRARY AND PAYMENT COUPON ARE ON THE BACK.

This program is a joint effort of the Regional Library Cooperatives (RLCs) in New Jersey: Central Jersey Regional Library Cooperative, Highlands Regional Library Cooperative, INFOLINK: The Eastern New Jersey Regional Library Cooperative, and South Jersey Regional Library Cooperative. The RLCs are state tax-supported services of the NJ Library Network.

Directions to Burlington County Library
5 Pioneer Blvd., Westampton, NJ 08060 (609) 267-9660
More directions available at: <http://www.bcls.lib.nj.us/Branches/dirtohq.html>

From the New Jersey Turnpike

Exit 5 - after the toll, turn right onto Rte 541 South to Mt. Holly. Go 1.3 miles. Just before the 2nd light take the right hand ramp at "Burlington County Complex" sign. Turn right onto Woodlane Rd./Rte. 630 West. At 2nd light turn right onto Pioneer Blvd, and then 1st left to library parking.

From Route 295 (NORTH-bound)

Exit 45A - Mt. Holly - onto Rancocas Road. Go 1 mile, at the 3rd light turn left onto Irick Road. At next light, turn right onto Woodlane Rd./Rte. 630. At next light turn left onto Pioneer Blvd, and then 1st left to library parking.

From Route 295 (SOUTH-bound)

Exit 47A - Turn right onto Rte. 541 South to Mt. Holly. Proceed past NJ Turnpike entrance. Go 1.3 miles. Just before the 2nd light take the right hand ramp at "Burlington County Complex" sign. Turn right onto Woodlane Rd./Rte. 630 West. At 2nd light turn right onto Pioneer Blvd, and then 1st left to library parking.

From Route 130 (in Burlington)

Rte. 130 South - Turn left at Rte. 541 East in Burlington.

Rte. 130 North - Turn right at Rte. 541 East in Burlington.

Continue straight for 4 miles. Proceed past NJ Turnpike entrance. Go 1.3 miles. Just before the 2nd light take the right hand ramp at "Burlington County Complex" sign. Turn right onto Woodlane Rd./Rte. 630 West. At 2nd light turn right onto Pioneer Blvd, and then 1st left to library parking.

From Route 130 (in Cinnaminson)

Rte. 130 North - Turn right just before Arby's onto Beverly-Rancocas Rd. to Mt. Holly. Continue straight 5.6 miles. Turn left at 3rd light after Rte. 295 entrance (Irick Rd.). At next light, turn right onto Woodlane Rd./Rte. 630. At next light turn left onto Pioneer Blvd, and then 1st left to library parking.

REGISTRATION FOLLOW UP FORM—SUPER LIBRARY SUPERVISOR SERIES ONE—SUMMER 2005

YES! I HAVE ALREADY CALLED THE HRLC OFFICE TO REGISTER AND RESERVE MY SPOT.

YES! I'LL ATTEND ALL SIX WORKSHOPS. (PLEASE FILL IN ALL FIELDS.)

NAME: _____

TITLE: _____

LIBRARY: _____

COMPLETE MAILING ADDRESS: _____

PHONE: () _____ FAX: () _____

EMAIL: _____

MY REGION (CIRCLE ONE): CENTRAL HIGHLANDS INFOLINK SOUTH

MY SUPERVISOR'S NAME & TITLE: _____

SUPERVISOR'S LIBRARY ADDRESS (only if different from above):

HOW LONG HAVE YOU BEEN SUPERVISING? _____

WHAT IS IT YOU HOPE TO LEARN FROM THIS CLASS? _____

RETURN WITH PAYMENT OR PURCHASE ORDER OF \$195 PER PERSON PAYABLE TO:

(Be sure you have already called and reserved your spot.)

HIGHLANDS REGIONAL LIBRARY COOPERATIVE

66 FORD ROAD, SUITE 124

DENVILLE, NJ 07834

973-664-1776