Course Objectives:

Three main topics – leadership, library management, and fundraising: basic theories, methods, and practices -- will be included in this three-hour course to familiarize participants who are interested in managerial and leadership role in a major East Asian collection library.

Course Contents:

1. Leadership
   - Theories on leadership: Leadership traits, behavioral patterns or styles, and situational theory.
   - Decision making.
   - Communication.
   - Conflict management.

2. Library Management
   - Basic library management functions: Organization, human resources, financial resources, collections, services, and evaluation.
   - Management by objectives.
   - Strategic planning.
   - Participative management.
   - Total quality management.
   - Knowledge management.

3. Fundraising
   - The what, why, when, who, and how in fundraising?
   - Planning and a feasibility study.
   - The three common rules: The rule of thirds, the lopsided ratio, and the importance of individual donors.
   - Types of gifts.
   - Ten basic principles for successful fundraising.
   - Stewardship and accountability.
Learning Methods:

1. Each participant is encouraged to develop a short reading list of at least one book and two articles on each of the three main topics.
2. Each participant is encouraged to read the materials and be prepared to join discussions at the class.
3. If the four recommended readings listed below are available in your local library, please read them also.
4. All course contents will be highlighted in my PowerPoint presentations and will be made available through the “files” of our yahoogroups homepage a week before the course.
5. Questions and discussion via email and at the class.

Recommended Readings: