

DeEtta Jones


NEXT GENERATION
GLOBAL LEADERSHIP



LIBRARY PRODUCTS AND SERVICES

2023 CATALOG

Empowering leaders to build and
sustain inclusive culture.

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Library Management Series

Start Planning for 2023!

We are pleased to announce our upcoming courses, specifically for the library community, starting as early as January 2023.

LMSI 1

Library Management Skills Institute 1: The Manager

This course is the seminal management development for people who work in libraries. With thousands of alums, this 3-week course is for new and seasoned managers alike--understanding your preferences and impact on others, engaging in discussion with colleagues, and positioning yourself to exert multi-directional influence.

LMSI 2

Library Management Skills Institute 2: The Organization

Given the consistent change since 2020, it's more important than ever to have new tools for solving complex leadership and management challenges. This course facilitates the work of building and nurturing trust and creating motivating environments. Learn to articulate and use organizational values to enhance engagement and communication strategies that build buy-in and engagement.

IMT FOR LIBRARIES

Inclusive Manager's Toolkit for Libraries

DJA's signature 10-week course, the Inclusive Manager's Toolkit provides a comprehensive foundation for leading in contemporary library settings and with equity, diversity and inclusion at its core. You will learn with and from managers and leaders across an array of library systems, and develop deep self knowledge while also practicing with tools that can be immediately applied to all aspects of your role



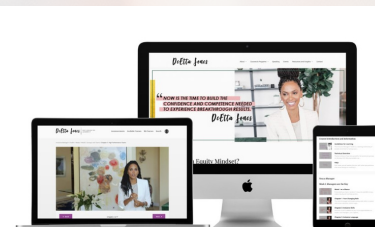
LIBRARY MANAGEMENT SKILLS INSTITUTE 1

LMSI 1: The Manager

This skills institute is one of our most requested institutes and is considered the seminal management development experience across the library community.

Learn how to:

- Develop your skills as a facilitative leader who prioritizes well-being and margin
- Examine situations with cultural competence, emotional intelligence, and appreciative inquiry
- Recognize your own and others' behavioral preferences and customize your approaches
- Navigate interdependent power structures and share power with your colleagues
- Clarify your participatory decision-making strategies
- Tap into your colleagues' motivation and use key tools to help them solve problems
- Build your facilitation skills for inclusive meetings
- Give feedback using time-tested techniques to minimize resistance and build commitment



The LMSI 1 is facilitated fully online with both synchronous and asynchronous components.

Over the course of 3 weeks, participants will engage on their own with videos and exercises (7-9 hours). The full cohort will gather live with expert DJA faculty for 4 live sessions (9 hours total) to build their learning together, dive deeper into the material, and apply new skills.

2023 Course Dates

- February 7-28
- April 9-26
- June 1- July 1
- September 5-22

“Designed to promote effective management and equity simultaneously, this training is by librarians for the betterment of libraries. While participating, I have been consistently impressed by the quality of the content and how much I have learned. The asynchronous materials directly relate to the live sessions, allowing me to learn at my own pace and practice applying concepts with others. The facilitators empowered us and modeled implementation of the communication tools we were learning. I would absolutely recommend this to anyone.”



LIBRARY MANAGEMENT SKILLS INSTITUTE 2

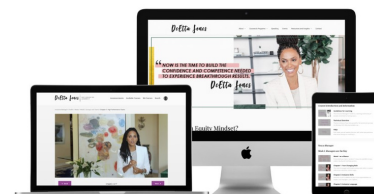
LMSI 2: The Organization

This skills institute was designed using Peter Senge's renowned Learning Organization as the organizing framework. Participants are introduced to each of the five disciplines within the context of libraries. The content and practical applications are presented and explored in a library context that reflects the specific audience—academic, public, or special libraries. Library practitioners and leaders can understand and have an impact on organizations that need change agents and leadership at all levels. Facilitators for events are selected based on the alignment of their professional experience with the type of library organization.

Learn how to:

- Apply the concept of Situated Organizational Development to your work
- Develop creative tension in your work and your organization by understanding current reality and developing a compelling vision
- Tap into the positive energy of a group in imagining new possibilities
- Engage in a deep analysis of your own mental models, and lead your teams to do the same
- Unlock the power of the team using cultural competence and facilitative skills
- Navigate interdependent power structures in systems and hierarchy
- Put on a systems thinking lens to understand how small changes can make a big impact
- Build shared vision and values upon the foundation of personal vision and values

Note: Participation in the LMSI 1: The Manager is not required to participate in this event.



The LMSI 2 is facilitated fully online with both synchronous and asynchronous components. Over the course of 3 weeks, participants will engage on their own with videos and exercises (7–9 hours). The full cohort will gather live with expert DJA faculty for 4 live sessions (9 hours total) to build their learning together, dive deeper into the material, and apply new skills.

2023 Course Dates

- January 10-27
- May 4-21
- December 5-22



Signature Course

INCLUSIVE MANAGER'S TOOLKIT™ *for Libraries*

The Inclusive Manager's Toolkit™ (IMT) is the premier course from DeEtta Jones & Associates for managers and leaders who want to infuse their organizations with evidence-based strategies for equity. The IMT is rooted in contemporary best practices, real-world experiences across industries, and impact-oriented tools that you can start implementing right away.

Discover a roadmap for distinguishing yourself, building your team, and effectively navigating your knottiest leadership challenges with equity, diversity, and inclusion (EDI).

An immersive 10-week experience for new managers, seasoned managers, senior executives, and those who have leadership responsibility. The entire IMT experience is designed with best practices for adult learning in mind.



"This was one of the most practical, impactful, and important learning experiences of my professional career. The program has led to direct and immediate improvement in my personal practice around equity and inclusion issues."

"DeEtta has a magical ability to translate all of these complicated, emotional, and loaded issues into simple common sense."

"The inclusive Manager's Toolkit contains a wealth of useful information. I highly recommend the IMT."

- 15 live contact hours with our expert faculty
- 25 asynchronous hours of training
- Weekly group coaching sessions
- 5 Community Engagement Sessions bring the entire cohort together to zoom out and connect the big picture.
- 82-page participant workbook



2023
Course Dates
April 4- June 16



PRODUCTS AND SERVICES

Start Planning for 2023!

Check out our foundational courses, as well as new "build your own curriculum" options!

ESSENTIALS COURSE

Essentials of Cultural Competence

This course is designed for professionals interested in enhancing their own cultural competence and engaging in ways that increase your organization's overall capacity related to Equity, Diversity, and Inclusion (EDI) goals.

BIAS COURSE

Reducing the Negative Impact of Bias in the Workplace

This course will fine-tune your skills to recognize bias, prevent it in your own behavior and address it with other individuals or teams.

MICRO-COURSE COLLECTIONS

Micro-Courses

7-15 minute online courses designed in four topical collections: Inclusive Management, EDI Best Practices, Personal Development, and Change Communication

INCLUSIVE RECRUITMENT SERIES

Inclusive Recruitment Series

A series of live and/or pre-recorded sessions focused on where bias lives in the recruitment process, from writing inclusive job descriptions all the way to inclusive onboarding.

EDI IN ACTION SERIES

EDI in Action Series

Build a custom curriculum that meets your organization's needs. These workshops can be taken independently or strung together to create a custom learning experience for your employees.

COACHING FOR GROUPS AND TEAMS

Individual and Group Coaching

Our coaching packages are designed for busy leaders. We work directly with managers and leaders to meet your individual or team goals.



Courses



Essentials of Cultural Competence

This course is designed for professionals interested in enhancing their own cultural competence and engaging in ways that increase your organization's overall capacity related to Equity, Diversity, and Inclusion (EDI) goals.



Reducing the Negative Impact of Bias in the Workplace

This course is for both individuals & organizations that want to learn about how bias negatively affects the workplace, even when it cannot be seen; have a need to reduce or eliminate bias from their workplace culture; seek breakthrough thinking, competencies, and tools to advance personal and/or professional Equity, Diversity, and Inclusion (EDI) goals.



Well-Being and Morale

This course is for all of us affected by the stress associated with living in ambiguity and for those who want to find and use strategies for positively impacting morale among your colleagues and team. This 4-week virtual program provides you the much-needed reminders and practical ideas for taking care of yourself, and being a positive influence on others, during these stressful times.



Enabling Equity

This course is designed for professionals interested in enhancing their own cultural competence and engaging in ways that increase your organization's overall capacity related to Equity, Diversity, and Inclusion (EDI) goals.



The Work of EDI

This course is for both individuals & organizations that want to learn about how bias negatively affects the workplace, even when it cannot be seen. Have a need to reduce or eliminate bias from their workplace culture. Seek breakthrough thinking, competencies, and tools to advance personal and/or professional Equity, Diversity, and Inclusion (EDI) goals.



Micro-Courses

In today's environment, you need broader and quicker organizational alignment. Every employee needs to be culturally competent and empowered with inclusive leadership skills — and you need to be able to deliver development for people at every level. Increase the capacity, reach, and impact of your internal leadership development initiatives by licensing our world-class training content. Each course is designed to be 7-15 minutes.

EDI Best Practices

- Engaging in Brave Space Dialogues
- Mosaic of Diversity
- How to Start an EDI Conversation
- Inclusive Language
- Understanding Privilege

Inclusive Management

- Nurturing Motivation in Self and Others
- Using Equity Lenses: Hiring and Inclusive Policy Change
- The Art and Science of Feedback
- Measure Progress, Create Meaningful Goals
- Facilitative Problem Solving and Decision Making
- Communicating Across Power Dynamics
- Building and Rebuilding Trust
- Advocacy and Inquiry
- Creating an EDI Development Plan
- Inclusive Onboarding

Personal Development

- Working with and Understanding Emotional Intelligence

Change Communication

- Communicating Through Uncertainty and Change



Inclusive Recruitment Series

1. Are you looking for contemporary best practices in inclusive recruitment specific to higher education and libraries?
2. Do you want practical tools to integrate into the hiring practices across your organization?
3. Do you need expert facilitators from diverse backgrounds who understand hiring in libraries?

Our new 6-session Inclusive Recruitment can be taken as either a series of online pre-recorded learnings or as a series of live facilitated workshops.

Inclusive Recruitment Series



Each experience is designed with adult learning and busy leaders in mind and includes:

- An introduction to contemporary concepts with foundational language, real-world scenarios, and participant engagement and discussion
- An EDI tool for practical application that you can implement to support your colleagues and customers throughout each session.
- A call to action to become a change agent in everyday interactions.



EDI in Action Series

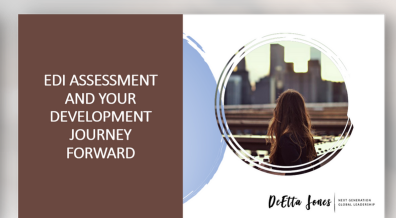
1. Are you looking for equity, diversity and inclusion (EDI) content for your L&D programming?
2. Do you want practical tools for driving inclusion that can be shared with your workforce?
3. Do you need expert facilitators from diverse backgrounds?
4. Do you want high levels and quality employee engagement during workshops?

Each virtual workshop includes:

- An introduction to contemporary concepts with foundational language, real-world scenarios, and participant engagement and discussion
- An EDI tool for practical application that you can implement to support your colleagues and customers throughout each session.
- A call to action to become a change agent in everyday interactions.

Each workshop experience is designed with adult learning and busy leaders in mind. These workshops can be taken independently or strung together to create a custom learning experience for your employees.

Choose just one, select a package of six, or build a year long curriculum based on your organization's needs.



Coaching for Groups and Teams

Are you looking for an executive coach who can work with you on real-time challenges associated with workplace effectiveness and who centers you—not a prescribed program or script—in the relationship?

The DJA Coaching Model™ centers our clients, their identities, values, lived experiences, unique strengths, and developmental goals. Coaching relationships are designed to meet the needs of the individual, including just-in-time coaching, short-term, targeted packages, and longer-term engagements with use of research-based and validated assessments.

Our coaches work with clients ranging in role and level of responsibility, including:

- Executives
- Senior Leaders
- Directors and Mid-Level Managers
- HR and Diversity Leaders, Functional Specialists
- High Potential Employees

DJA Coaching Model™



Most requested areas of focus:

- Managing a diverse team
- Overcoming imposter syndrome and harnessing your unique voice
- Increasing awareness of individual style and impact
- Enhancing interpersonal impact and effectiveness

Assessment Toolbox

Our team is certified in the most credible assessments for providing self-reflection and/or 360-degree feedback.



INTERCULTURAL
DEVELOPMENT
INVENTORY



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