

A Practical Guide To Government Management

Kelvin Smith

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Stenberg, Susan Lipman Austin, 2007 level government management Managing Local Government Services 3rd ed is a comprehensive text on the subject of local government services relevant to local governments of all sizes This edition is refocused and updated to include the demographic economic technology and cultural trends that affect the management of service delivery New chapters discuss the shift from government to governance alternative methods of service delivery community development and the five management practices that are fast becoming the standard for professional local government management Each chapter lays out the manager's responsibilities in each service area and provides effective policies practices and procedures Short case examples give you a practical look at the goals challenges and solutions in the manager s world Public Sector Records Management Kelvin Smith, 2016-04-15 Records management has undergone significant change in recent years owing to the introduction of freedom of information legislation as well as the development of e government and e business and the need to manage records effectively in both the private and public sector There are very few purely practical texts for records managers and this book aims to fill that gap The author has spent his entire career in public sector records management and has contributed to records management standards for governments around the world The text is wholly practical and written at an accessible level Although the author discusses legislation and examples from the UK the book is relevant to public sector records management at an international level It will be essential reading for professionals in record management posts as well as anyone who is responsible for record keeping as part of their operational duties Performance-oriented Management Larry M. Pederson, 2002 Local Politics: A Practical Guide to Governing at the Grassroots Terry Christensen, Tom Hogen-Esch, 2014-12-18 Unlike most competing texts that are densely written and heavily theoretical with little flavor of political life this book is a readable jargon free introduction to real life local politics for today s students While it encompasses local government and politics in cities and towns across America Local Politics A Practical Guide to Governing at the Grassroots gives special attention to the politics of suburbia where many students live and encourages them to become engaged in their own communities The book is also distinguished by its strong emphasis on nuts and bolts practical politics It provides focused discussion of institutions roles and personalities as well as the dynamic environment of local politics demographics immigration globalization etc and major policy issues budgets land use transportation education etc Other texts treat communities as abstractions and readers as passive observers Local Politics A Practical Guide to Governing at the Grassroots is designed to inspire civic engagement as well as understanding It features In Your Community research projects for students in every chapter along with informative tables clear charts essential terms and guides to useful websites Medical Management: A Practical Guide Hameen Markar, Geraldine O'Sullivan, 2012-08-31 This essential guide provides a lifeline to authoritative reliable information on medical management giving you all the skills you need whether managing a junior colleague as a lead doctor or running multidisciplinary consortia in the NHS or private sectors Learn key skills from leadership managing change quality control and project management through to doctors in difficulty appraisals and revalidation managing exceptional performance and poor performance Comprehensive coverage of NHS and private healthcare primary care acute and emergency care mental health and many other sectors Gain insight into important topics such as healthcare innovations and technologies implementing evidence based medicine medical education patient safety and primary care consortia Refine your management skills with advice wisdom and practical help from key opinion leaders medical professionals and management experts In this world of change reforms and new government initiatives can you afford not to build on your existing skills Whether you are new to medical management or an experienced director wishing to stay up to date and refine your expertise this book will be an invaluable source of advice to help you manage the delivery of high quality care A Practical Guide to Analytics for Governments Marie Lowman, 2017-05-05 Analytics can make government work better this book shows you how A Practical Guide to Analytics for Governments provides demonstrations of real world analytics applications for legislators policy makers and support staff at the federal state and local levels Big data and analytics are transforming industries across the board and government can reap many of those same benefits by applying analytics to processes and programs already in place From healthcare delivery and child well being to crime and program fraud analytics can in fact already does transform the way government works This book shows you how analytics can be implemented in your own milieu What is the downstream impact of new legislation How can we make programs more efficient Is it possible to predict policy outcomes without analytics How do I get started building analytics into my government organization. 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