

S U C C E S S F U L P U B L I C M E E T I N G S



*A Practical
Guide for
Managers in
Government*

ELAINE COGAN

Successful Public Meetings A Practical Guide For Managers In Government

G Psacharopoulos



Successful Public Meetings A Practical Guide For Managers In Government:

Successful Public Meetings Elaine Cogan, 1992-02-04 Public meetings can be unpredictable messy hostile or satisfying and successful Good public meetings the author explains are the result of proper planning and execution by a staff trained in all the important details In this book Elaine Cogan an experienced meeting designer and facilitator spells out the key elements of successful public meetings defining the purpose selecting the best format and venue publicizing the meeting setting up the room making presentations dealing with potentially difficult or disruptive people and conducting an evaluation process With checklists for meeting planners and clear explanations of a number of innovative techniques the author shows how public agencies even those with the most limited resources can have successful public meetings Citizen, Customer, Partner: Engaging the Public in Public Management John Clayton Thomas, 2017-07-28 First Published in 2017 Routledge is an imprint of Taylor Francis an Informa company Successful Public Meetings, 2nd ed. Elaine Cogan, 2018-01-12 The author explains why it is essential to begin the preparations by deciding what the meeting is intended to accomplish That in turn determines what kind of meeting you should conduct informational advisory or problem solving The author breaks down the essential tasks involved and even suggests the right type of person to handle each one She describes various types of troublesome meeting attendees from accusers and apathetics to fence sitters and know it alls and offers advice on how to deal tactfully but firmly with them all The author also tackles working effectively with the media a subject that terrifies most planners True stories of public meetings both good and bad add humor to her no nonsense narrative Follow her step by step checklist and leave nothing to chance **Citizen, Customer, Partner** John Clayton Thomas, 2012-02-21 For almost fifty years scholars and practitioners have debated what the connections should be between public administration and the public Does the public serve principally as citizen owners those to whom administrators are responsible Are members of the public more appropriately viewed as the customers of government Or in an increasingly networked world do they serve more as the partners of public administrators in the production of public services The author starts with the premise that the public comes to government not principally in one role but in all three roles as citizens and customers and partners The purpose of the book is to address the dual challenge implied by that reality 1 to help public administrators and other public officials to understand the complex nature of the public they face and 2 to provide recommendations for how public administrators can most effectively interact with the public in the different roles Using this comprehensive perspective the text helps students practitioners and scholars understand when and how the public should be integrated into the practice of public administration Most of the chapters include multiple boxed cases that illustrate the content with real world examples Included is an extremely useful appendix that collects and summarizes the 40 Design Principles specific advice for public organizations on working with the public as customers partners and citizens *Hypothetical City Workbook* Edward John Kaiser, 1998 Provides hands on experience with land use methods and exposure to substantive development planning issues

This workbook includes a diskette with scenarios for students to work out exercises It remained the standard in urban planning classes for more than twenty five years **Michigan Municipal Review** ,1994 **The Effective Public Manager** Steven Cohen,William Eimicke,Tanya Heikkila,2013-08-12 The Effective Public Manager Thoroughly revised and updated the fifth edition of The Effective Public Manager offers public administrators and students a classic resource and a highly accessible guide to the fundamentals of leading and managing public organizations In this new edition the authors cover the key areas of the field and present in depth analysis through the strategic use of fresh case studies and real world examples The book is designed to give real world managers and aspiring managers the information and tools needed to meet the demands of their jobs directly rather than working around the constraints of government The Effective Public Manager offers a proven approach to implementing efficient management tools in a dynamic political organizational economic and technological context New to this edition Information on the transformation of media both traditional and social An analysis of the changing nature of work and privatization trends An examination of national security and the current thinking regarding accountability transparency and crisis communication An online instructor s guide which includes discussion questions and updated PowerPoint slides **Journal of Policy Analysis and Management** ,1992 Encompasses issues and practices in policy analysis and public management Listed among the contributors are economists public managers and operations researchers Featured regularly are book reviews and a department devoted to discussing ideas and issues of importance to practitioners researchers and academics *Personnel Supervision (books)* 1979-1986 Janet H. Edmonds,1988

The Public Participation Handbook James L. Creighton,2005-03-21 Internationally renowned facilitator and public participation consultant James L Creighton offers a practical guide to designing and facilitating public participation of the public in environmental and public policy decision making Written for government officials public and community leaders and professional facilitators The Public Participation Handbook is a toolkit for designing a participation process selecting techniques to encourage participation facilitating successful public meetings working with the media and evaluating the program The book is also filled with practical advice checklists worksheets and illustrative examples

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