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Paul W Mattessich



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Negotiation Legette McIntyre, 2013-05 The Government Manager's Guide to Contract Negotiation Federal managers often find themselves at the negotiating table charged with reaching a solid fair deal for their agency Now you can gain a competitive edge in even the most difficult negotiations with time tested effective tactics from a noted authority on federal negotiations This guide will help you understand the negotiation process plan for it develop strategies and tactics anticipate and counter the other side's strategies and tactics and conclude and document the negotiation Concise accessible and authoritative this book offers a veritable arsenal of winning strategies that you and your team can use in your next negotiation

A Manager's Guide to Project Management Michael B. Bender, 2009-06-03 There are plenty of books about project management but this is the first one written for the people who have the most at stake the senior executives who will ultimately be held accountable for the successes of the projects they approve and supervise Top enterprise project management expert Michael Bender explains project management from the perspective that matters most to executives adding value Most books view project management from the inside focusing primarily on lower level issues such as the creation of Work Breakdown Structures A Manager's Guide to Project Management views it from above explaining how project managers can best achieve the strategic goals of the business the executive's role in successful project management and the tools available to executives who want to gain greater value from project management Drawing on his extensive experience Bender shows how to make sure project and enterprise goals align structure organizations to support more effective project communication and decision making integrate project processes with other organizational processes oversee projects more effectively This book contains a full section on understanding and managing projects as capital investments including detailed coverage of building balanced project portfolios Bender concludes with a sophisticated discussion of managing projects in global environments and optimizing resources where multiple projects must be managed

The Manager's Guide to HR Max MULLER, 2009-01-14 Managing people is a tricky business and managers and small business owners can no longer get by without understanding the essentials of human resources New questions abound In our increasingly legal minded age how much documentation do we need to keep on each employee What's the best way to confront complicated personnel issues and even workplace violence The Manager's Guide to HR provides readers with a straightforward step by step guide to human resources topics including hiring performance evaluations and documentation training and development benefits compensation employment laws documentation and records retention firing and separation The book clarifies hot button issues such as dealing with conflict privacy issues COBRA compliance disabilities sexual harassment and more The Manager's Guide to HR is a quick and ready reference for every leader

The Government Manager's Guide to Plain Language Judith G. Myers PhD, 2013-07-01 The ability to write well correlates highly with the ability to think well to analyze information weigh alternatives and make decisions Government managers must make instructions and policies clear to employees give effective presentations and communicate effectively with the public In

addition government managers must model clear effective writing for their staffs A comprehensive chapter on using social media effectively and appropriately is included

The Government Manager's Guide to Earned Value Management Charles I. Budd, 2013-12 This volume presents practical guidance for the government manager on earned value management EVM from basic calculations to how to find the most useful information online Emphasis is on the relevant reports that contractors are required to submit to the federal government as part of their compliance with mandated EVM on projects Because the data submitted on reports do not translate automatically into recommendations for actions to be taken information is included on how to analyze and evaluate contractor reports This book is a must read for understanding EVM on government projects

The Managers Guide to Understanding Indemnity Clauses Frank Adoranti, 2006 Examples are given from real life business situations Practical information and Golden Rules on what to do and what not to do Plain English explanations of legal terms This book explains the differences between fair indemnity clauses and those that are unduly onerous and will give readers an understanding of the nature of indemnities and their potentially devastating effects This series explains the basics of commercial contract law highlights how to spot potential issues before they become a problem and then how to work with a lawyer more effectively if things go wrong It is a practical series definitely intended for corporate managers rather than lawyers

A Manager's Guide To Self-Development Pedler, Mike, Burgoyne, John, Boydell, Tom, 2013-08-01 This indispensable guide for building management skills helps readers realise their full potential and improve their managerial performance

The Manager's Guide to Discipline Derek Eccleston, Kate Goschen, 2008 This concise guide provides managers with a clear picture of the purpose and process of the disciplinary procedure Its aim is to encourage them to approach performance and disciplinary problems proactively and with more confidence

The Manager's Guide to Cybersecurity Law Tari Schreider, SSCP, CISM, C|CISO, ITIL Foundation, 2017-02-01 In today's litigious business world cyber related matters could land you in court As a computer security professional you are protecting your data but are you protecting your company While you know industry standards and regulations you may not be a legal expert Fortunately in a few hours of reading rather than months of classroom study Tari Schreider's *The Manager's Guide to Cybersecurity Law Essentials for Today's Business* lets you integrate legal issues into your security program Tari Schreider a board certified information security practitioner with a criminal justice administration background has written a much needed book that bridges the gap between cybersecurity programs and cybersecurity law He says My nearly 40 years in the fields of cybersecurity risk management and disaster recovery have taught me some immutable truths One of these truths is that failure to consider the law when developing a cybersecurity program results in a protective facade or false sense of security In a friendly style offering real world business examples from his own experience supported by a wealth of court cases Schreider covers the range of practical information you will need as you explore and prepare to apply cybersecurity law His practical easy to understand explanations help you to Understand your legal duty to act reasonably and responsibly

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DiTullio,2013-12-01 Building and leading teams that ensure project success may not be easy but the techniques involved are straightforward and workable Lisa DiTullio demonstrates that enhancing team dynamics to improve performance in the federal environment does not have to be complicated or time consuming Her time tested best practices tips and processes will help any government manager develop and lead a better team **The Manager's Guide to Simple, Strategic,**

Service-Oriented Business Continuity Rachelle Loyear, MBCP, AFBCI, CISM, PMP,2017-05-10 You have the knowledge and skill to create a workable Business Continuity Management BCM program but too often your projects are stalled while you attempt to get the right information from the right person Rachelle Loyear experienced these struggles for years before she successfully revamped and reinvented her company's BCM program In The Manager's Guide to Simple Strategic Service Oriented Business Continuity she takes you through the practical steps to get your program back on track Rachelle Loyear understands your situation well Her challenge was to manage BCM in a large enterprise that required hundreds of BC plans to be created and updated The frustrating reality she faced was that subject matter experts in various departments held the critical information she needed but few were willing to write their parts of the plan She tried and failed using all the usual methods to educate and motivate and even threaten departments to meet her deadlines Finally she decided there had to be a better way The result was an incredibly successful BCM program that was adopted by BCM managers in other companies She calls it The Three S's of BCM Success which can be summarized as Simple Strategic Service Oriented Loyear's approach is easy and intuitive considering the BCM discipline from the point of view of the people in your organization who are tasked to work with you on building the plans and program She found that most people prefer Simple solutions when they are faced with something new and different Strategic use of their time making their efforts pay off Service to be provided lightening their part of the load while still meeting all the basic requirements These tactics explain why the 3S program works It helps you it helps your program and it helps your program partners Loyear says If you follow the Three S philosophy the number of plans you need to document will be fewer and the plans will be simpler and easier to produce I've seen this method succeed

repeatedly when the traditional method of handing a business leader a form to fill out or a piece of software to use has failed to produce quality plans in a timely manner In The Manager s Guide to Simple Strategic Service Oriented Business Continuity Loyear shows you how to Completely change your approach to the problems of BCM buy in Find new ways to engage and support your BCM program partners and subject matter experts Develop easier to use policies procedures and plans Improve your overall relationships with everyone involved in your BCM program Craft a program that works around the roadblocks rather than running headlong into them **The Dynamic Manager's Guide To Marketing** Dave Donelson,2010-09-27

Businesses come and go and there are plenty of reasons for their success or failure but the ones that thrive almost always have one thing in common they are good marketers What does that mean It means they make all their business decisions based on meeting their customers needs Which products or services they sell where they sell them how much they charge for them how they encourage customers to buy them and all the other thousands of business decisions a good marketer makes start with a simple question how will this affect my customers Dave Donelson has helped hundreds of small business owners and managers create marketing strategies that expand their companies while turning their existing clientele into customers for life In The Dynamic Manager s Guide To Marketing he ll show you how to learn everything you can about your customers What makes them tick what they want out of life why they get out of bed in the morning These things will tell you why they do business with you or with your competitors Then he ll show you how to use that information to turn your small company into a big one by following a few basic rules of the marketing game Some of them come from his experiences in his own companies some from the things he learned working with his clients over the years Others were drawn from the lessons taught him by small business owners themselves from auto repair shop owners to nursery retailers clothing stores to insurance agents In other words this book isn t about theory it s about the real world of small business marketing Much of the material in The Dynamic Manager s Guide To Marketing comes from seminars Dave Donelson has presented around the country over the years Some of it has appeared previously in the national business and trade publications he writes for The book is organized to encourage you to sample to think about and to try out different concepts over time You ll find some useful guidance that fits your specific situation and discover some tactics you can use to accomplish your particular goals Above all you ll gain a few insights into how to grow your business **The Project Manager's Guide to Mastering Agile**

Charles G. Cobb,2015-01-05 Streamline project workflow with expert agile implementation The Project Management Profession is beginning to go through rapid and profound transformation due to the widespread adoption of agile methodologies Those changes are likely to dramatically change the role of project managers in many environments as we have known them and raise the bar for the entire project management profession however we are in the early stages of that transformation and there is a lot of confusion about the impact it has on project managers There are many stereotypes and misconceptions that exist about both Agile and traditional plan driven project management Agile and traditional project

management principles and practices are treated as separate and independent domains of knowledge with little or no integration between the two and sometimes seen as in conflict with each other Agile and Waterfall are thought of as two binary mutually exclusive choices and companies sometimes try to force fit their business and projects to one of those extremes when the right solution is to fit the approach to the project It is no wonder that many Project Managers might be confused by all of this This book will help project managers unravel a lot of the confusion that exists develop a totally new perspective to see Agile and traditional plan driven project management principles and practices in a new light as complementary to each other rather than competitive and learn to develop an adaptive approach to blend those principles and practices together in the right proportions to fit any situation There are many books on Agile and many books on traditional project management but what is very unique about this book is that it takes an objective approach to help you understand the strengths and weaknesses of both of those areas to see how they can work synergistically to improve project outcomes in any project The book includes discussion topics real world case studies and sample enterprise level agile frameworks that facilitate hands on learning as well as an in depth discussion of the principles behind both Agile and traditional plan driven project management practices to provide a more thorough level of understanding Manager's Guide to Program Evaluation: 2nd Edition Paul W Mattessich, 2022-01-25 Your Guide to Getting a Useful Evaluation now updated and revised in this second edition Evaluation is vital and beneficial to any nonprofit organization An effective evaluation can help identify an organization's successes share information with key audiences and improve services It can confirm that an organization is truly making a difference or what changes an organization needs to make in order to improve This book describes what types of information to collect and what questions this information can answer details the four phases of evaluation and the steps involved in each phase and provides information on various types of research consultants and advice on selecting one If you are an organization manager decision maker policymaker funder researcher or student studying applied social service research this guide is an essential resource for your knowledge of effective organizational management

The Government Manager's Guide to Appropriations Law William G. Arnold, 2013-05 This guide offers sound and easy to apply advice to help government managers deal with appropriated funds properly and legally It follows the organization of the Redbook the Government Accountability Office's 2 000 page Principles of Federal Appropriations Law Government purchase card holders and approvers will find this book especially helpful in understanding the common risks that arise and how to avoid violating the myriad rules and regulations involved **A Manager's Guide to Guerrilla Warfare** Barry H.

Harrin, 1990 **A Manager's Guide to Virtual Teams** Yael Sara Zofi, 2011 With an increasing number of employees working remotely it is more difficult than ever to ensure that team members are working smoothly and productively This book provides a roadmap for bridging the logistical cultural and communication gaps that can prevent any virtual team from reaching its full potential

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