

3  
EDITION

# EFFECTIVE MEETINGS

Improving Group Decision Making



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# Effective Meetings Improving Group Decision Making

**Robert J. Garmston, Valerie von Frank**



## **Effective Meetings Improving Group Decision Making:**

*Effective Meetings* John E. Tropman, 1995-11-15 The purpose of this book is to improve the decision making process in social work groups. Illustrating the volume with various meeting models including advisory groups, intergroup and intercultural meetings, John E. Tropman examines a number of critical issues facing social workers including family and community violence, health care and homelessness. New to this Second Edition is a discussion of the relationship between meetings and missions, goals and external and internal forces. Effective Meetings John E. Tropman, Bronwyn Mills, 1980-11 This book deals with a topic whose importance is evident to anyone familiar with the human service field where innumerable hours are inevitably spent in meetings. This book's basic premise is that group decision making is valuable and essential in our modern society because it brings together individuals with a variety of different expertise, values and experiences in order to solve complex problems. Tropman presents specific procedures to help participants improve decision making by utilizing the contribution of all group members appropriately and he offers some explicit guidelines and techniques for this purpose. *Social Casework* Effective Meetings John E. Tropman, 1996 This book shows that the value of group decision making lies in its ability to bring together people with a variety of different expertise and experiences. These techniques are applied to problems such as health care, homelessness and family violence. *Group Decision Making* Thomas L. Saaty, Kirti Peniwati, 2013-11-15 When a group makes a decision that decision carries a lot more weight than when just one person does it. Think of the founding fathers of the American constitution and how much power and influence their ideas have had in the entire world for more than two hundred years. Also think of gravity, a universal force brought about by an enormous number of minute particles that band together to make a universal law. Together they create a massive force, a law of nature alone they can barely be noticed. That is how our minds work by deciding together to create a power that transcends our individuality. Group decision making is a gift and an opportunity to create greater influence through the working together of many minds. This book shows how to use the Analytic Hierarchy Process for hierarchical decision making and the Analytic Network Process for decision making in networks with dependence and feedback in group decision making. Part I discusses the group and the decision and shows the importance of using a structured process particularly for those high value decisions involving many powerful parties with different interests. It discusses how to facilitate a group decision combine individual judgments and smooth differences to arrive at a decision that everyone can live with and get behind. Part II discusses the group in planning and how to draw out differences. Part III is about conflict resolution and Part IV is about how to address significant issues that come up in group decision making and shows that it is possible to construct an overall group preference. **Leadership** Craig E. Johnson, Michael Z. Hackman, 2018-01-26 Leadership. A Communication Perspective has been at the forefront of university and college leadership courses for nearly three decades providing a compelling authoritative introduction to leadership as a communication based activity. The new edition continues the

tradition of excellence with an up to date treatment of theory and research combined with practical real world advice for improving communication competence and leadership effectiveness Relevant The authors profile contemporary leaders and organizations like Alibaba s Jack Ma Zappos Tony Hsieh Facebook s Sheryl Sandberg Uber The Container Store Airbnb Chipotle the Waffle House Nordstrom and Google Their presentation balances current scholarship and trends with historical perspectives to provide a fuller understanding of the study and practice of leadership Comprehensive Leadership and followership are examined in multiple contexts including organizational leadership public leadership and leadership in groups and teams Topics new to this edition include transcendent followership the leadership skills approach team coaching escalation of commitment invisible leadership cultural intelligence trigger events and resilience Full featured Self Assessments measure readers perceptions of personal leadership skills communication style cultural intelligence motivation to lead and more Case Studies examine leadership situations and pose thoughtful questions that prompt students to apply their experiences and understandings Research Highlights summarize seminal and recent scholarship Chapter Takeaways reinforce important concepts and action steps Application Exercises offer abundant opportunities to explore practice and reflect on chapter content Cultural Connections discuss leadership expectations and behaviors in other cultures Leadership on the Big Screen correlates chapter concepts with the themes of popular films and documentaries

**Creating Small Scale Social Programs** Barbara Schram,1997-10-14 Built around a single case study Creating New Agency Programs clearly illustrates how to effectively plan implement and evaluate a small scale social program Each step in the planning process is introduced and described in a way that allows the reader to vicariously participate in the evolution of the program Useful charts time lines and resource lists are included and can be easily referenced and utilized This book s emphasis on planning is important not only because it is a much used and generally under taught skill but because successful planning is the process that can turn the dreams of a community into concrete reality This book is geared toward designing programs to meet specific social needs and organizing the relevant and human resources to implement them The programs are specific detail and activity oriented but are designed to support long range goals which may be handed down by a parent organization or the community in general The author s strategy of using a case study serves as a creative learning tool that leads readers through each practical step toward successfully creating their own small scale social program Filling the void of literature on designing programs Creating New Agency Programs is ideal for professionals and students in a variety fields social work human services clinical counseling psychology drugs and alcohol psychology nursing and management who are faced with the task of planning designing and evaluating a program

**Management Skills for SEN Coordinators in the Primary School** Jennifer Goodwin,2005-12-05 Specifically designed for busy teachers who have responsibility for co ordinating a subject area within their primary school Each volume in the series conforms to a concise style while providing a wealth of tips case studies and photocopiable material that teachers can use immediately subject they are called on to co

ordinate these books provide guidance and examples to tackle the job There are special volumes dedicated to dealing with OFSTED creating whole school policy and the demands of co ordinating several subjects within a small school The entire set of 16 volumes is available      Public Administration for Planners Stephen Kehs,2022-09-29 This book offers an introduction to public administration by a veteran practitioner written for planners as well as students seeking a public administration career and individuals simply wanting to learn more about responsible government The narrative provides an overview of public administration theory and the importance of leadership in today s contentious political environment The book contains five parts including an introduction parts on management the public sector and government programs and some impressions on why this subject is so critically important in our society today Typical administrative responsibilities are addressed as well as issues not typically covered in books on public administration along with observations about sound public administration Each part also contains practical exercises discussion questions and references to other texts and academic resources Because public administration is fundamentally about relationships with people and communities the book provides lessons that can be applied easily to one s personal life and experiences It is a timely narrative on public administration today that will be valuable reading for planners and planning students looking to better understand public administration and policy

*Communication for Business and the Professions: Strategie s and Skills* Judith Dwyer,2012-10-15 The comprehensive how to guide to preparing students for the demands they ll face on the job Dwyer thoroughly addresses the new media skills that employees are expected to have in today s business environment Now titled *Communication for Business and the Professions Strategies and Skills* the fifth edition presents these technologies in the context of proven communication strategies and essential business English skills With new and updated content on social media and technology Dwyer provides comprehensive coverage of communication strategies and skills by linking theory and research with practical skills and examples Dwyer believes in expanding our knowledge of what we can do to interact effectively and provides us with working models to practise and refine how well we do it This edition continues to provide a solid background in communication stimulate critical thinking and promote active learning through a variety of features and activities      Innovative Strategies and Approaches for End-User Computing Advancements Dwivedi, Ashish,Clarke, Steve,2012-09-30 As the use of internet applications with client server architecture and web browsers have increased the ability to draw on information many managers now face the challenge of making effective decisions based on this data Integrating end users into computer environments aid in the impact design and development that computer models have on performance and productivity *Innovative Strategies and Approaches for End User Computing Advancements* presents comprehensive research on the implementation of organizational and end user computing initiatives to further understand this discipline and its related fields This book aims to bring together information technology educators researchers and practitioners who strive to advance the practice and understanding of organizational and end user computing      *On the Move to Meaningful Internet Systems*

2006 R. Meersman, 2006-10-24 This two volume set LNCS 4275 4276 constitutes the refereed proceedings of the four confederated conferences CoopIS 2006 DOA 2006 GADA 2006 and ODBASE 2006 held as OTM 2006 in Montpellier France in October November 2006 The 106 revised full and nine short papers presented together with four keynote speeches were carefully reviewed and selected from a total of 361 submissions

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**Socially Just Practice in Groups** Robert M. Ortega, Charles D. Garvin, 2019-01-09 Socially Just Practice in Groups A Social Work Perspective comprehensively covers all aspects of group practice in social work settings integrating a unique social justice framework throughout Drawing from their experience as group work practitioners authors Robert Ortega and Charles D Garvin walk readers through the basics of group practice including getting started doing group work establishing the purpose roles and tasks of the group stages and phases of practice and specific skills in assessment monitoring and evaluation A social justice framework provides a fresh perspective during an era of widespread social change and provides social workers tools for effective group interventions Chapters contain detailed case examples to illustrate concepts presented as well as exercises to help students practice skills

**Effective Meetings** John E. Tropman, 1980 **Journal of Human Services Abstracts**, 1984

**Unlocking Group Potential to Improve Schools** Robert J. Garmston, Valerie von Frank, 2012-04-19 How great groups make great schools This field book shows educators how to develop group culture enhance facilitators skills and optimize the group's most precious resource its members The authors describe how to form working committees task forces grade level and department teams and faculties that are more effective and better equipped to resolve complex issues around student learning Specific topics include Understanding eight principles that underlie effective groups Learning the five standards for effective meetings Setting clear goals and roles Practicing new ways of talking for improved collaboration Examining perceptions and mental models Enhancing energy sources Working with conflict Developing basic facilitation skills

**Business Communication** Peter Hartley, 2015-02-11 Effective communication in business and commercial organizations is critical as organizations have to become more competitive and effective to sustain commercial success This thoroughly revamped new edition distills the principles of effective

communication and applies them to organizations operating in the digital world Techniques and processes detailed in the book include planning and preparing written communication effective structures in documents diverse writing styles managing face to face interactions using visual aids delivering presentations and organising effective meetings In every case the authors consider the potential of new technology to improve and support communication With helpful pedagogical features designed to aid international students this new edition of a popular text will continue to aid business and management students for years to come Additional content can now be found on the author s website [www.rethinkbuscomm.net](http://www.rethinkbuscomm.net)

**Community Practice** David A. Hardcastle, Patricia R. Powers, Stanley Wenocur, 2011-02-18 This fully revised classic text provides a comprehensive and integrated overview of the community theory and skills fundamental to all areas of social work practice

*Effectively Managing and Leading Human Service Organizations* Ralph Brody, Murali Nair, 2013-11-21 Now in its Fourth Edition *Effectively Managing and Leading Human Service Organizations* continues to provide invaluable creative ideas for achieving managerial success Authors Ralph Brody and Murali Nair dissect and diagnose common workplace dilemmas offering current and future managers the skills to implement positive changes in organizations large and small Easy to read this book connects a conceptual framework and essential managerial practices with hundreds of real life examples and case studies of applied managerial skills in organizational settings

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