

Effective Meetings

Improving Group
Decision Making

Second Edition

John E. Tropman

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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, 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

Business Communication for Managers Payal Mehra, 2011 Business Communication for Managers is a student friendly practical and example driven book that gives students a thorough knowledge of business communication covering all the major communication topics included in MBA syllabi across the country The book teaches students how to communicate effectively and efficiently with the help of chapters on communication theories numerous exhibits anecdotes extensive role plays hundreds of end of chapter questions etc The lucid language and the easy to follow structure of the book make this an invaluable resource for the MBA student

The New Social Work Practice Mark Doel, Steven Shardlow, 2019-05-23 First published in 1998 this book is a fully revised and updated edition of Social Work Practice first published in 1993 as a training manual The New Social Work Practice presents a comprehensive view of contemporary social work Whether it be general or specialist practice care and control or power and oppression these central issues and recurring themes are given a topical treatment Changes in core aspects of social work are fully explored in lively and realistic ways combining the essence of good practice with current organizational demands The aim of the original workbook remains intact to guide and stimulate learning about social work practice The book achieves this purpose by presenting various aspects of social work using different settings and contexts New and revised activities are included to promote discussion understanding learning and better practice Taken together the topics and themes in the book define the essential elements of a curriculum for social work practice

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 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 **Library of Congress Catalogs** Library of Congress,1982 Monographic Series Library of Congress,1981 How Personal Growth and Task Groups Work Robert K. Conyne,1989 Focusing on normal rather than clinical populations this book presents an account of how practitioners can develop effective groups Two major categories of groups are explored task groups such as committee groups for solving problems and accomplishing tangible goals and personal groups such as psychotherapy groups for achieving individual change and developing interpersonal skills The author utilizes two extensive examples or stories throughout to demonstrate the applicability of his conceptual framework for group facilitation **Foundations of Interpersonal Practice in Social Work** Brett Seabury,Barbara Seabury,Charles D. Garvin,2010-10-08 Prev ed entered under Gervin Charles D has title Interpersonal practice in social work *Northeast Regional Center for Rural Development Publication* ,1981 **Journal of Human Services Abstracts** ,1984 The Planning Commissioners Guide David J. Allor,1984 This step by step guidebook gets new commissioners off on the right foot and helps experienced commission members navigate their roles The authors all practicing planners have worked extensively with planning commissions for decades They have watched commissioners scramble up a steep learning curve sit in the hot seat of controversy and strive to make sound decisions for the places they call home In this helpful handbook the authors share ideas insights and information to help commissioners succeed Eight detailed chapters cover everything from the nuts and bolts of development applications to the nuances of legal issues to the part commissioners play in long range planning Readers will learn how to prepare for their first commission meeting review a development plan invite productive public input and steer clear of ethical dilemmas **Managing the Challenges in Human Service Organizations** Michael J. Austin,Ralph Brody,Thomas Packard,2009 The novel approach of this casebook encourages the student to determine how they would act and work towards a resolution of real world dilemmas **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 Vocational Instructional Program Advisory Committee Resource Guide ,1984 In-service Education for Staff Development Ben M. Harris,1989 **Working with Children** Dana K. Lewis,1981-04 Developing Casework Skills James A. Pippin,1980-11 A practical guide to casework in public social service agencies Pippin begins by discussing the different worlds of client and helper outlines the ingredients for a productive relationship and gives a detailed method for a task focused approach Crises long standing conditions unusual client behaviour and the burnout of the helper s own interest are other topics *Subject Guide to Books in Print* ,1983

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