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Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Contents -- Introduction -- Notes -- Part I: You: Managing Yourself -- 1 Self-Management -- Introduction -- Your Time -- Keeping Lists -- Meetings -- Using Your Immediate Staff -- Miscellaneous -- Notes -- 2 Leadership -- Introduction -- Setting the Tone -- Your Leadership Style -- Coaching Your Team -- Dealing With Adversity -- Notes -- 3 Ethics -- Notes -- Part II: Your Organization: Managing Internally -- 4 People -- Introduction -- Whom to Hire -- How to Manage Your Employees -- Your Leadership Team -- Problem Employees -- Making Your Organization's Culture Managerial -- Managing Change in a Bureaucracy -- Notes -- 5 Prioritization -- Notes -- 6 Money -- Introduction -- The Budget Game -- Cutback Management -- Notes -- 7 Making Decisions and Solving Problems -- Introduction -- Making Decisions -- Solving Problems -- Negotiations -- Crisis Management -- Notes -- 8 Gaining Control of Your Organization -- Introduction -- Control - What it is and Who Needs to Know -- Assessing Your Organization -- Gaining Control of Your Personnel -- Gaining Control of Your Agenda -- Notes -- Part III: Your Environment: Managing Externally -- 9 Working for Elected Officials -- Introduction -- Taking and Leaving the Position -- Understanding the Boss -- Elected Officials and Management -- Helping Them Do Their Jobs -- The Executive Office Staff -- Telling Them No -- Notes -- 10 The Legislative Branch of Government -- Introduction -- Legislative Culture -- Legislative Relations -- What Legislators Want From You -- Legislative Hearings -- Legislative

Strategy -- Notes -- 11 The Media -- Introduction -- A Different Value System -- Understanding the Media -- Media Strategy -- Notes -- 12 . . . And More -- Interest Groups -- Agencies That Should Always Help You-And Sometimes Do -- Privatization, Vendors, and Contracts -- Lawsuits -- A Few Last Random Thoughts -- Notes -- Acknowledgments -- Glossary of Terms and Abbreviations -- References.

Sommario/riassunto

A Practical Guide to Government Management provides a comprehensive yet one-volume work on high-level government management and can be described as a management book, reference book, and textbook all in one. It is geared towards any upper level government manager, public administration student, or anyone interested in public sector management.
