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Basic Management Skills: Participant manual National Drug Abuse Center (U.S.), 1982

A Guide for Leaders in Higher Education Brent D. Ruben, Richard De Lisi, Ralph A. Gigliotti, 2023-07-03 FIRST EDITION SPECIAL RECOGNITION Winner of the 2018 Sue DeWine Distinguished Scholarly Book Award National Communication Association Applied Communication Division REVIEWS OF THE FIRST EDITION The book provides frameworks and resources that would be highly relevant for new and aspiring department chairs In fact this text is ideally designed to serve as a selection for a book discussion group The Department Chair Succeeds in providing accessible and useful resources to individuals across different leadership roles As a midpoint between textbook and reference work it is successful at both and provides a clear and unbiased background to issues facing current leaders Reflective Teaching During a time of unprecedented challenges facing higher education the need for effective leadership for informal and formal leaders across the organization has never been more imperative Since publication of the first edition the environment for higher education has become more critical and complex Whether facing falling enrollments questions of economic sustainability the changing composition of the faculty and student bodies differential retention and graduation rates declining public

confidence in the enterprise or the rise in the use of virtual technologies not to mention how COVID 19 and an intensified focus on long standing issues of racial and gender representation and equity have impacted institutions and challenged many long standing assumptions it is clear that learning on the job no longer suffices Leadership development in higher education has become essential for advancing institutional effectiveness which is the focus of this book Taking into account the imperative issues of diversity inclusion and belonging and the context of institutional mission and culture this book centers on developing capacities for designing and implementing plans strategies and structures connecting and engaging with colleagues and students and communicating and collaborating with external constituencies in order to shape decisions and policies It highlights the need to think broadly about the purposes of higher education and the dynamics of organizational excellence and to apply these insights effectively in goal setting planning and change leadership outcomes assessment addressing crises and continuous improvement at both the level of the individual and organization The concepts and tools in this book are equally valuable for faculty and staff leaders whether in formal leadership roles such as deans chairs or directors of institutes committees or task forces or those who perform informal leadership functions within their departments disciplines or institutions It can be used as a professional guide a textbook in graduate courses or as a resource in leadership training and development programs Each chapter concludes with a series of case studies and guiding questions

Monthly Catalog of United States Government Publications United States. Superintendent of Documents, 1991 February issue includes Appendix entitled Directory of United States Government periodicals and subscription publications September issue includes List of depository libraries June and December issues include semiannual index

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