

Communicating at work: Principles and practices for business and the professions

Adler, Ronald B

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Communicating At Work Principles And Practices For Business And The Professions

Ronald B. Adler



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changing context of government communications Examining the ins and outs of the regulations influencing public information The Practice of Government Public Relations unveils novel ways to integrate cutting edge technologies including Web 2.0 and rapidly emerging social media to craft and maintain a positive public image Expert practitioners with extensive government communications experience address key topics of interest and provide an up to date overview of best practices They examine the specifics of government public relations and detail a hands on approach for the planning implementation and evaluation of the wide ranging aspects of government public relations including how to respond during a crisis In addition to the tools provided on the accompanying CD ROM most chapters include a Best Practice Checklist to help you successfully utilize the communication strategies outlined in the book Focusing on the roles of government managers enacting policies adopted by elected officials and politicians this book is ideal for program managers seeking innovative and inexpensive ways to accomplish their programs missions While no manager can be an expert in all aspects of public administration this book helps you understand the external communications tools available to advance the mission and results of your agency

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The Basics of Speech Communication Scott A. McLean, 2002 McLean Arizona Western College presents a clear and concise introduction to the basics of speech communications It is intended for students taking their first communications course and assumes no prior academic preparation in the field Students are given a variety of opportunities to engage with the basic concepts vocabulary and theories covered in the text including role playing exercises journal writings case studies mapping exercises pair and small group activities games and self assessment questionnaires Annotation copyrighted by Book News Inc Portland OR

Personnel and Human Resource Management Jack Halloran, 1986

The British National Bibliography Arthur James Wells, 2007

Groups in Process Larry Lee Barker, Kathy J. Wahlers, Kittie W. Watson, 2001 Practical and concise this book offers specific techniques to make small group interactions more effective and efficient Groups in Process continues to balance traditional and progressive approaches to teaching small group communication drawing together the best of current research and thought on leadership

problem solving and conflict management Thorough and up to date this book serves as a bridge between discussion based texts and newer interpersonal perspectives Its straightforward presentation translates theory into practice with a plenitude of real world examples For those interested in Small Group Communication **Mastering Public Speaking** George L. Grice, John F. Skinner, 2001 textformat 02

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