

Sample Goals For Executive Assistants

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for years many citizens have complained that our national government is fettered by legions of inefficient unaccountable feather nesting lawyers these critics might be right about the numbers there are nearly 40 000 lawyers employed by the

federal government in every branch and at every level but most of these professionals fulfill functions that are essential to or extremely valuable in running the machinery of government in this volume cornell clayton and eight other authorities on public law and legal agencies explore the role that politics play in this federal legal bureaucracy especially within the executive branch they provide insights into the historical development present status future trends and interrelations among the offices of the attorney general solicitor general special prosecutor white house legal counsel office of legal counsel and counsels in regulatory agencies like the epa and the eeoc all the essays highlight a common theme the perpetual tensions and conflicts between executive branch politics and the profession s principled independence readable and enlightening these essays add much to our understanding of and remove some of the tarnish from this elite corps of legal experts they should benefit anyone interested in the legal profession presidential politics administrative law public policy and bureaucratic politics in our nation s capital

this first historical study of u s budget policy covering the last three decades places the budget at the center of modern american politics and adds an important dimension to the understanding of recent events

charles walcott and karen hult maintain that the organization of the white house influences presidential performance much more than commonly thought and that organization theory is an essential tool for understanding that influence their book offers the first systematic application of organizational governance theory to the structures and operations of the white house office using organizational theory to analyze what at times has been a rather ad hoc and disorganized office might seem quixotic after all the white house office exists within a turbulent political environment that encourages expedient decision making and every four to eight years it must be reinvented by presidents who have their own theories and preferences about how to organize a staff to serve their policy needs but walcott and hult argue that white house staffs are not simply puppets of presidential preference and style yes staff structures evolve primarily from presidents strategic responses to external demands but those structures in turn significantly influence how the executive branch perceives and responds to further demands the first part of their book lays out the theoretical argument the second examines white house outreach congressional liaison press relations personnel selection executive branch oversight and interest group and intergovernmental liaison the third focuses on white house handling of policy development and implementation the fourth analyzes staff structures that facilitate the operation of the presidency itself presidential writing and scheduling staff

management and cabinet coordination the book concludes by identifying general patterns in the emergency nature and stability of governance structures in the white house original and instructive governing the white house provides a much needed primer on the inner workings of the white house staff and will be an essential volume for anyone studying the presidency

this analysis covers the tax law changes in the 93 revenue reconciliation act chapter 1 of title xiii of the omnibus budget reconciliation act of 93 hr 2264 pl 103 66 entered into law 10 august 1993 complete in depth discussion of all provisions

recent polls have shown that ceos today consider rising and uncontrollable health care costs to be the number one threat to keeping their organizations competitive even worse many executives feel there is little they can do to regain control of exploding health and disability costs this is the first book written specifically for executives providing both a strategic blueprint and real world examples for how employers can control and even reduce these spiraling costs the executive s guide to controlling health care and disability costs addresses the issues of health care workers compensation and disability costs from a managerial and strategic perspective you ll find innovative new ways to take action and examples from leading organizations that have achieved success

this spirited narrative challenges students to think about the meaning of american history thoughtful inclusion of the lives of everyday people cultural diversity work and popular culture preserves the text s basic approach to american history as a story of all the american people the seventh edition maintains the emphasis on the unique social history of the united states and engages students through cutting edge research and scholarship new content includes expanded coverage of modern history post 1945 with discussion of foreign relations gender analysis and race and racial relations chapter based links to the world connect us history to global events and provide web links for further research while end of chapter legacies for a people and a nation focus on meaningful events or movements relevant to present day issues or controversies

the first comprehensive study of the three progressive era presidents who stretched the limits of the early twentieth century presidency in order to meet the emerging public expectations explains the leadership differences between the three presidents and looks at the impact the progressive movement had on the office of the presidency

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