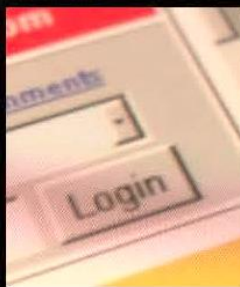
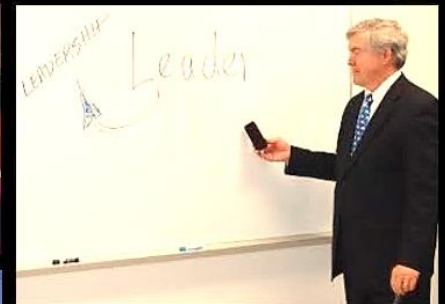




Welcome To Week 1 Working in Human Services Administration HUS 520



Professor William R. Griffin, JD, MM, MS, BS



LEARNING OUTCOMES

At the end of this course, you will be able to:

1. Define the basic concepts of management
2. Apply management & administrative concepts in a human services setting
3. Identify various ethical issues that challenge administrative professionals in a human services setting
4. Demonstrate mastery of key content areas through the completion of a management project in human services
5. Discuss various federal laws, executive orders, & court decisions which have shaped the field of human services management & its affect on the employment relationship
6. Evaluate management practices & develop problem-solving skills relevant to situations faced in employee & volunteer management
7. Employ professional research & tools in the field of human services administration by applying them in real world scenarios
8. Recognize the Saint Leo University core value of Excellence & the professional Human Services standards & ethics (CSHSE) in working with human services management & administration



SELF-INTRODUCTIONS

Professor William R. Griffin, JD, MM, MS, BS

M. Louise Walters, PhD ABD, MM, BS, IOM



STUDENT SELF-INTRODUCTIONS

1. What is your day job?
2. Why have you enrolled in the HUS program?
3. What are your career objectives?
4. How can we use this course to help you achieve your plans and goals?



GETTING & STAYING ORGANIZED

Methods of organizing coursework

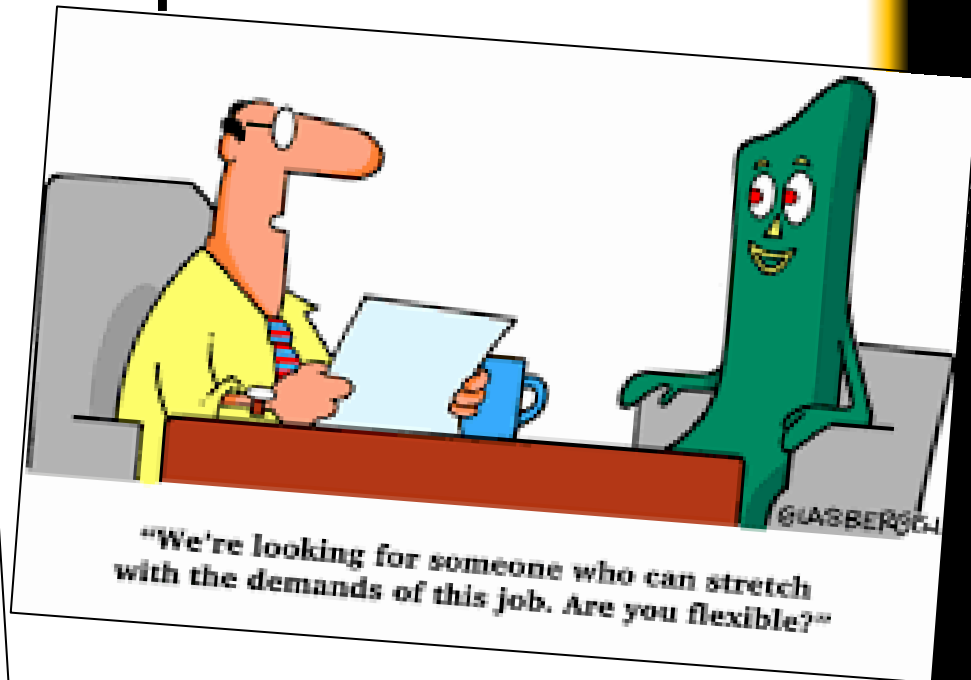
- File folder system
- 3 ring binder system

Courses & Academics website



CHAPTER ONE

Introduction to Human Resources in the Public & Nonprofit Sectors





CHAPTER TWO

Strategic Human Resources Management & Planning



"If you decode the symbolism to uncover the hidden prophecy, you'll see that Nostradamus has been waiting 500 years for you to hire me."



"Any other people skills, besides 400 Facebook friends?"



Saint Leo University

Professor Bill Griffin

THE LEADERSHIP CENTER

Inspiring Leadership &
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