

**SIPA U6005.001 : EFFECTIVE MANAGEMENT IN THE PUBLIC SERVICE (3 2010) SYLLABUS**[Click to Print This Page](#)**Session 1**

Monday - September 13, 2010

**Topic:**

Introduction -- Managing Toward 2015

**For Class:**

Please print and bring to class the lecture slides (feel free to print out 3 or 6 slides per page and double sided)

**For Tuesday's recitation:**

Please bring: memo format and memo writing exercise

**Files:**

- [Lab 1 - September 14](#)
  - [Action verbs for memos](#)
  - [Lecture 1](#)
  - [Memo format](#)
  - [Memo writing exercise](#)
- 

**Session 2**

Monday - September 20, 2010

**Topic:**

Leadership

**Required Readings:**

- Cohen and Eimicke; The Effective Public Manager - Chapter 5 :

**Files:**

- [Lecture 2](#)
  - [Lecture 2 updated](#)
  - [Memo Instructions](#)
- 

**Session 3**

Monday - September 27, 2010

**Topic:**

Strategic Planning

**Assignments Due:**

Leadership Memo

**Required Readings:**

- Cohen and Eimicke; The Effective Public Manager - Chapter 10 :

**Assignments Due:**

- 1 - Leadership Memo

**Files:**

- [Lecture 3](#)
- 

**Session 4**

Monday - October 04, 2010

**Topic:**

Budget as a management tool

**Assignments Due:**

Strategic Planning Memo

**Required Readings:**

- Cohen and Eimicke; The Effective Public Manager - Chapter 9 :

**Assignments Due:**

- 2 - Strategic Planning Memo

**Files:**

- [Lecture 4](#)
- 

**Session 5**

Monday - October 11, 2010

**Topic:**

Performance Management

**Required Readings:**

- Cohen and Eimicke; *The Effective Public Manager* - Chapter 8 :
- Cohen and Eimicke; *The Responsible Contract Manager* - Chapter 7 :

**Files:**

- [Lecture 5](#)
- 

**Session 6**

Monday - October 18, 2010

**Topic:**

Partnerships

**Assignments Due:**

Performance Management Memo

**Required Readings:**

- Cohen and Eimicke; *The Responsible Contract Manager* - Chapters 1, 5 and 6 :

**Assignments Due:**

- 3 - Performance Management Memo

**Files:**

- [Lecture 6](#)
  - [Lecture 6 updated](#)
  - [Lecture 6 UPDATED](#)
- 

**Session 7**

Monday - October 25, 2010

**Topic:**

Contracting

**Assignments Due:**

Partnership Memo

**Required Readings:**

- Cohen and Eimicke; *The Responsible Contract Manager* - Pages 159 - 200 :
- [A City Outsources Everything. Sky Doesn't Fall.](#) : Please bring the article to Recitation on Tuesday.

**Assignments Due:**

- 4 - Partnerships Memo

**Files:**

- [Lecture 7](#)
- 

**Session 8**

Monday - November 08, 2010

**Topic:**

Risk

**Assignments Due:**

Contracting Memo

**Required Readings:**

- Goldsmith; *The Power of Social Innovation* - Chapter 6 :

**Assignments Due:**

- 5 - Contracting Memo

**Files:**

- [Lecture 8](#)
- 

**Session 9**

Monday - November 15, 2010

**Topic:**

Communication

**Assignments Due:**

Risk Memo Due

**Required Readings:**

- Cohen and Eimicke; *The Effective Public Manager* - Chapter 11 :
- Goldsmith; *The Power of Social Innovation* - Chapter 5 :

**Assignments Due:**

- 6 - Risk Memo

**Files:**

- [Lecture 9](#)
- 

**Session 10**

Monday - November 22, 2010

**Topic:**

Ethics

**Assignments Due:**

Communication Memo

**Required Readings:**

- Cohen and Eimicke; *The Responsible Contract Manager* - Chapters 2, 12 :

**Assignments Due:**

- 7 - Communications

**Files:**

- [Eliot Spitzer - The People's Lawyer](#)
  - [Eliot Spitzer - The People's Lawyer Disgraced](#)
  - [Lecture 10](#)
- 

**Session 11**

Monday - November 29, 2010

**Topic:**

Innovation

**Required Readings:**

- Cohen and Eimicke; *The Effective Public Manager* - Chapter 6 :
- Goldsmith; *The Power of Social Innovation* - Chapter 1, 2 :

**Files:**

- [Lecture 11](#)
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