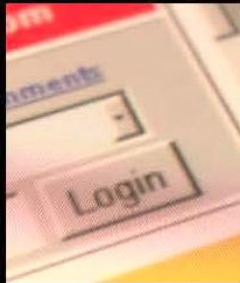




# Welcome To Week 2 Working in Human Services Administration HUS 520



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



# INTRODUCTION

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





# GETTING & STAYING ORGANIZED

Methods of organizing coursework

- File folder system
- 3 ring binder system

Courses & Academics website



# CHAPTER THREE

## DISCUSSION: A Muslim Woman's Right to Wear a Head Scarf at Work (exercise 3.1)





# CHAPTER FOUR

## Managing a Diverse Workforce





# CHAPTER FOUR

## Exercise 4.2

### Tatoos in the Workplace



I'M TATTOOED & PIERCED.  
AM I LESS OF A HUMAN BEING?





Inspiring Leadership &  
Organization Excellence

Professor Bill Griffin

THE LEADERSHIP CENTER



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