

**Soft-Train**



*At Soft-Train  
Technology Works*

## External Awareness (5 Days)

**COURSE GOAL:** To enable the student to stay informed on laws, policies, administration priorities, trends and other issues. The student will be able to consider the external impact of statements or actions.

**PREREQUISITES:** None

**LEARNING OBJECTIVES:**

Upon completion of this course, the student will be able to:

- Determine their style of behavior
- Understand the importance of maintaining a professional image.
- Understand the importance of networking.
- Work more at networking and making contacts

**KEY TOPICS:**

**I. Introduction: Definitions, Concepts, and Setting**

- A. The Practice and of Discipline of Public Administration:  
Competing Concerns
- B. The American Administrative State:  
Development and of Political Environment
- C. Federalism and Intergovernmental Relations: The Structure of The American Administrative State

**II. Core Functions**

- A. Organization: Structure and Process
- B. Public Personnel Administration and Collective Bargaining
- C. Budgeting and the Public Finances
- D. Decision making

**III. The Convergence of Management, Politics and Law in the Public Sector**

- A. Policy Analysis and Implementation  
Evaluation
- B. Regulatory Administration: An Illustration of Management, Politics and Law in the Public Sector

**IV. Public Administration and the Public**

- A. Public Administration and the Public

- B.** Public Administration and  
Democratic  
Constitutionalism
- C.** Accountability and Ethics
- D.** The Future