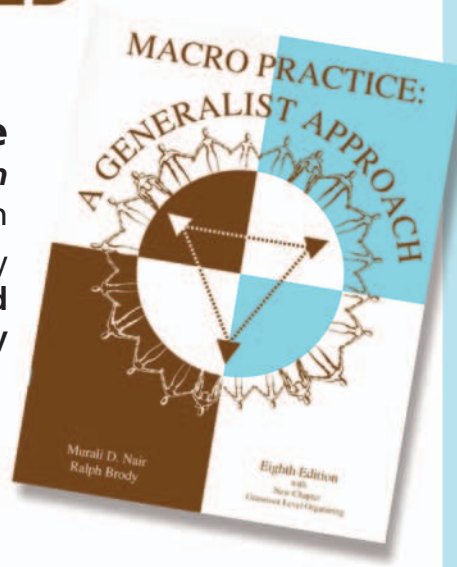


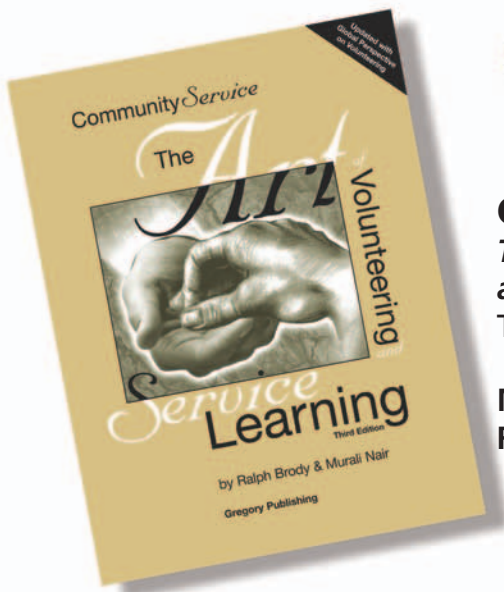
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NEWLY REVISED

Macro Practice
A Generalist Approach
Eighth Edition
by
**Murali D. Nair and
Ralph Brody**



Community Service
*The Art of Volunteering
and Service Learning*
Third Edition
by
**Murali D. Nair and
Ralph Brody**



Highlights of Macro Practice include sections on:

- 1: The Environmental Context Affecting Human Services
- 2: The Service Delivery System
- 3: Client Advocacy at the Macro Level
- 4: The Organization's Culture
- 5: Strategic Planning
- 6: Setting Doable Objectives
- 7: Implementing Achievable Plans
- 8: Solving Operational Problems
- 9: Handling Communications and Conflict
- 10: Perspectives on Diversity & Ethical Behavior
- 11: Collaboration and Coordination
- 12: Organizational Structures and Processes
- 13: Skill in Running Meetings
- 14: Managing Time and Stress
- 15: Organizational Leadership and Supervision
- 16: Searching for Funds
- 17: Preparing Effective Proposals
- 18: Community Problem Analysis
- 19: How Community Organizations Affect Change
- 20: Community Development/Community Building Initiatives
- 21: Grassroots Organizing: Empowering the Needy
- 22: Negotiating and Advocating Positions
- 23: International Social Work

Designed for graduate and undergraduate students majoring in social work and for practitioners, *Macro Practice: A Generalist Approach* focuses on how social workers can address problems and issues at the macro level in their agencies and their communities. *Community Service: The Art of Volunteering and Service Learning* is an easy-to-read book that takes volunteers through the process of doing volunteer work in the community. In *Macro Practice* a new chapter has been added on international social work practice in response to requests from students and faculty for students considering opportunities abroad. *Community Service* has a new chapter on the global perspective for volunteering.

Readers will learn how concepts can be used to guide them in various situations so they can be more effective and efficient in their work. They will also obtain practical tools and techniques they can readily apply as practicing social workers. Written in jargon-free language, each book stimulates student learning by providing examples that illustrate concepts, hands-on exercises, and written assignments based on current or previous field work. An extensive bibliography is available for those who want to enhance their knowledge.

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About the Authors

Murali D. Nair is a *Professor and Coordinator of the BSW Program at the School of Social Work, Cleveland State University*. He has thirty years of experience in graduate and undergraduate social work education. He received his Doctorate in Social Welfare from Columbia University in New York. Dr. Nair is on the Editorial Board and is the Book Review Editor of the Journal of Baccalaureate Social Work. Cross-cultural and cross-national understanding of poverty is one of his research interests. For the past eight years he has been involved in directing a Summer Study Abroad Program for social work professionals, faculty and students in India. He conducts Social Work Licensure Examination Review Courses at universities across the country. His latest publication is *Genius in Public Housing (ed.)* and *Tsunami Victims: An Anthology of Writings of Children*.

Ralph Brody was *Associate Professor of Social Work at Cleveland State University (CSU)*. He held a Ph.D. in Social Policy from Case Western Reserve University and had over thirty years experience in health and human services. For fifteen years prior to coming to CSU, he was the Executive Director of the Center for Community Solutions, an organization conducting research and planning on urban issues. He had been a director of job training programs, multi-service centers, United Way Services allocations, and an associate director of a university urban institute. He had provided consultation or training to more than thirty community agencies, including agencies in Kenya, Spain, India, the People's Republic of China, Nigeria, Ghana, Uganda, Ethiopia, and Egypt. Dr. Brody was widely published, covering such topics as planned giving, welfare and work, human service systems, reviewing program effectiveness, case management, community problem solving, the legislative process, and human service management. His last book was *Effectively Managing Human Service Organizations*.

Highlights of Community Service include sections on:

- Factors influencing volunteering
- Global volunteering
- Know your organization
- Developing a learning contract
- Proper volunteer behavior
- Writing a journal
- Training
- Interviewing
- Proper agency practices
- Managing time and stress
- Orientation process
- Fostering a team spirit

Additional Highlights

- Each chapter contains a case scenario of a volunteer experience, with discussion questions
- Tear-out sheets on the following: self evaluation, evaluation of agencies, evaluation of supervisors, community service journal, and time sheets.
- An overview of National Community Service Act
- Hundreds of websites for community services
- Community resources for volunteer work

Please send a copy of
Macro Practice
Enclosed is \$44.00
(includes shipping & handling).

Please send a copy of
Community Service
Enclosed is \$26.00
(includes shipping & handling).

For a review copy e-mail
phyllis@gregorypublishing.com.

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