

INTRODUCING MANAGEMENT SERVICES IN THE PUBLIC SERVICE

STATE SERVICES COMMISSION

34 p. 1982 reprinted. \$3.05 plus \$1.21 p & p

Management Services is one means by which managers may obtain objective advice on their methods of carrying out their management role. This booklet is designed to explain to Public Service Managers how Management Services may help them to fulfil their management task.

WAYS AND MEANINGS

A Guide to Interviewing Pacific Islanders

STATE SERVICES COMMISSION

8 p. 1981. \$1.10 plus 96c p & p

This booklet is intended as a guide for those whose work involves interviewing, for various purposes, recent Pacific Island migrants to New Zealand.

THE PATH TO REFORM

Edited by C. Burns

219 p. 1982. \$17.35 plus \$2.92 p & p

The Path to Reform, derived from the 1981 Convention of the New Zealand Institute of Public Administration is about the path to administrative reform in the State Services in New Zealand. It continues the exploration of the States Services begun in "*State Servants and the Public in the 1980's*" and continued in the "*Accountability of Executive*." Like its predecessors, "*The Path to Reform*" reads like a Who's Who of New Zealand public administrators.

AFTER WORK

STATE SERVICES COMMISSION

36 p. 1982 reprinted. \$4.95 plus \$1.21 p & p

Written and produced in the Training and Development Branch Office, of the State Services Commission, this booklet asks "*Have you made preparations or plans for retirement?*" It includes information on Public Service Retirement Policy; finance; where to live; health and adjustment; names of organisations which may be of interest and a list of books and articles written about retirement.

THE SURRENDER AND OCCUPATION OF JAPAN

Edited by Robin Kay

DEPARTMENT OF INTERNAL AFFAIRS

1782 p. 1982. \$82.50 plus \$9.57 p & p

This is the second of a series of three volumes of documents on New Zealand's external relations: the first, "*The Australian - New Zealand Agreement 1944*", this volume "*The Surrender and Occupation of Japan*" which covers six divisions of the period, selected by topic but dealt with chronologically within topics, and reveals the growing awareness amongst those responsible for a New Zealand policy of what New Zealand's interest actually were; the third volume, "*The ANZUS Pact and the Treaty of Peace With Japan*" will show something of the new order of things in the Pacific and the difficulties in the role of a small, though articulate, power in the formation of what in fact were Great Power policies.

STYLE BOOK

GOVERNMENT PRINTING OFFICE

248 p. 1981 third edition. \$13.75 plus \$2.92 p & p

Since 1958 the Style Book has served as a guide to writers, editors, and all who prepare copy for printing. This edition contains new and revised material; the chapters dealing with the preparation of copy, abbreviations, and compound words have been revised; new material has been added to the chapters dealing with common names of animals and plants, errors in the use of English in official writing, and terms used in printing.

NEW ZEALAND OFFICIAL YEARBOOK

The Yearbook is the standard New Zealand encyclopaedic annual which has a place in every home, school, and office. Not only does it present a comprehensive statistical survey of the economy and population in New Zealand but it is also a very useful fact book for use in the home. In addition to the statistical facts supplied, the Yearbook also provides a background and historical perspective on each of the subjects covered.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

NEW ZEALAND POCKET DIGEST OF STATISTICS 1987

\$11.95 plus \$2.92 p & p

Statistics are presented in an easily accessible form. It contains the more significant statistical series bearing on the country's social and economic life. The New Zealand Pocket Digest of Statistics is consistently one of the most popular annuals sold by the Government Printer.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

TRUCK OPERATING COSTS

\$5.95 plus \$2.20 p & p

In the case of vehicles used for business purposes, especially trucks, it is essential that a record be kept of vehicle expenditure and performance. This annual will assist operators of motor vehicles ranging from 3.2 tonne petrol trucks to 45.0 tonne heavy articulated diesel trucks to identify and possibly reduce operating costs.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

CAR OPERATING COSTS

\$5.95 plus \$2.20 p & p

This booklet is designed to assist vehicle owners to identify and possibly reduce operating costs. The current edition sets out the costs of operation for six classes of vans, pickups, light trucks and utilities. A new edition is published annually.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

EFFECTIVE MANAGEMENT: For Busy Managers

STATE SERVICES COMMISSION

114p. 1974. \$6.55 plus \$2.20 p & p

Management has been described as "what managers do". But what is that? Getting things done? Getting other people to do them? Using resources economically? And what does the 'effective' manager do? This book looks at answers to such questions. It has been written as an introduction to the subject, especially for New Zealand managers who want to manage their organisation better.

PROFESSIONALLY SPEAKING

25p. 1983. \$3.60 plus \$1.21 p & p

"Speech is power; speech is to persuade, to convert, to compel", said Emerson. Ignorance is the biggest stumbling block in the path of the aspiring public speaker. Your purpose in speaking must be that you have something to say, rather than that you have to say something. This inexpensive booklet will help the person who has to speak professionally.

P.R. FOR THE ADMINISTRATOR

STATE SERVICES COMMISSION

15p. 1981. \$2.15 plus \$1.21 p & p

A favourable climate of public opinion must be deliberately fostered by an organisation and not merely left to chance. This activity, commonly known as "public relations", is the responsibility of top management and as an administrator you have a part to play in its execution.

PERSON TO PERSON

STATE SERVICES COMMISSION

13p. 1981. \$3.25 plus \$1.21 p & p

This book is a guide to your role in public relations and covers techniques that will help you establish good relations between your organisation and the public.