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1.	Basic definitions in Public Administration.	10			2		8	,
2.	Separations of powers.	10			2		8	,
3.	Systems of government.	10			2		8	,
4.	Civil Service and its history. Corruption in Civil Service.	10			2		8	,
5.	Strategic management.	10			2		6	,
6.	Decision making in Public Administration.	10			2		6	,
7.	Negotiating. Cross-cultural negotiating.	8			2		6	,
8.	PR in Public Service.	8			2		6	,
9.	Public Service reform in Great Britain.	8			2		6	,
10	Local Government in Great Britain.	8			2		6	,
11	Recruitment of civil servants in Great Britain.	8			2		6	,
12	Career in the Civil Service in Great Britain.	10			2		6	,

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1. Basic definitions in Public Administration.

The theme describes the main terms and notions of public administration.

The history of development of state from classical antiquity till modern society is given.

2. Separations of powers.

The theme explains the mechanism of separation of powers and gives the detailed description of how this mechanism works. The theme shows other variants of organizing a democratic system of governance such as diffusion of power and mixed systems.

3. Systems of government.

The theme reveals the main features of federalism, confederation and unitarization, analyses the difference and advantages of each system of government.

Practical task; write a magazine article about Aristotle and his theory of forms of government.

4. Civil Service and its history. Corruption in Civil Service.

The theme describes the term civil service and gives a glimpse of its history. The theme explains the factors that may cause corruption and offers the ways to prevent it.

5. Strategic management.

The theme defines the term strategy and explains the use of the term in managerial practice. The theme analyses the process of strategic management and strategic thinking.

6. Decision making in Public Administration.

The theme describes decision-making as a focus for public administration theory and research. The theme gives considerable attention to the particularities of political and technical decisions and stresses the importance of IT decisions.

7. Negotiating. Cross-cultural negotiating.

The theme introduces negotiating skills and styles. The theme defines approaches to cross-cultural negotiation.

8. PR in Public Service.

The theme reveals the origin of the term 'public relations' and gives a valuable insight into the nature of this complex organization.

Practical task: Round table: The role of PR in modern political competition.

9. Public Service reform in Great Britain.

The theme explains the reasons that caused the changes and necessity of reform in Civil Service of Great Britain and gives a glimpse of experience in this field in other European countries.

10. Local Government in Great Britain.

The theme presents the system of local government in Great Britain, its structure, aims and functions. The future development of local government in U.K. is also considered.

11. Recruitment of civil servants in Great Britain.

The theme reveals the principles of selection, their advantages and disadvantages. Practical task: Make up questions to the Head of Human Resource department of Ministry for foreign Affairs about the selection procedures and demands to candidates.

12. Career in the Civil Service in Great Britain.

The theme describes how civil servants make their career and explains the advantages of such career. The importance of civil servant career is stressed in this theme.

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1.	Basic definitions in Public Administration.	,
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4.	Civil Service and its history. Corruption in Civil Service.	,
5	Strategic management.	,
6.	Decision making in Public Administration.	,
7.	Negotiating. Cross-cultural negotiating.	,
8.	PR in Public Service.	,

9.	Public Service reform in Great Britain.	,
10.	Local Government in Great Britain.	,
11.	Recruitment of civil servants in Great Britain.	,
12.	Career in the Civil Service in Great Britain.	,

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1. Basic definitions in Public Administration

The theme describes the main terms and notions of public administration. The history of development of state from classical antiquity till modern society is given.

Practical task: Writing a report: Principles of bureaucratic organization.

2. Separation of powers

The theme explains the mechanism of separation of powers and gives the detailed description of how this mechanism works. The theme shows other variants of organizing a democratic system of governance such as „fusion of power“ and „mixed systems“.

Practical task: Writing a report: „Various models around the world“.

Role-play: Participating in a discussion: Separation of powers vs. Fusion of powers.

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3. Systems of government

The theme reveals the main features of federalism, confederation and unitarization, analyses the difference and advantages of each system of government.

Practical task; write a magazine article about "Aristotle and his theory of forms of government".

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4. Civil Service and its history. Corruption in Civil Service

The theme describes the term "civil service" and gives a glimpse of its history. The theme explains the factors that may cause corruption and offers the ways to prevent it.

Practical task: Writing an article: "The ways of combating corruption in Civil Service"

Role-play: Round table: "The strongest solutions against corruption"

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5. Strategic management

The theme defines the term "strategy" and explains the use of the term in managerial practice. The theme analyses the process of strategic management and strategic thinking.

Practical task: Writing a report about effective strategic management process.

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6. Decision-making in Public Administration

The theme describes decision-making as a focus for public administration theory and research. The theme gives considerable attention to the particularities of political and technical decisions and stresses the importance of IT decisions.

Practical task: Get ready for the interview: Decision-making in modern world.

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7. Negotiating. Cross-cultural negotiating

The theme introduces negotiating skills and styles. The theme defines approaches to cross-cultural negotiation.

Practical task: Think of the problem to discuss. Read out your information files. Identify your priorities and work out your strategy and tactics at negotiation.

8. PR in Public Service

The theme reveals the origin of the term "public relations" and gives a valuable insight into the nature of this complex organization.

Practical task: Round table: The role of PR in modern political competition.

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9. Public Service reform in Great Britain

The theme explains the reasons that caused the changes and necessity of reform in Civil Service of Great Britain and gives a glimpse of experience in this field in other European countries.

Practical task: Write an article on "Reforms in Civil Service in Russia. Problems and challenges."

10. Local Government in Great Britain

The theme presents the system of local government in Great Britain, its structure, aims and functions. The future development of local government in U.K. is also considered. Practical task: Write an essay on local government in Russia.

11. Recruitment of civil servants in Great Britain

The theme reveals the principles of selection, their advantages and disadvantages. Practical task: Make up questions to the Head of Human Resource department of Ministry for foreign Affairs about the selection procedures and demands to candidates.

12. Career in Civil Service of Great Britain

The theme describes how civil servants make their career and explains the advantages of such career. The importance of civil servant career is stressed in this theme.

Practical task: Round table: Advantages and disadvantages of career in the Public Service in Russia in comparison with Civil Service of Great Britain.

1. Outstanding theoretic of state policy.
2. The system of government in the USA.
3. The system of government in Canada.
4. The system of government in Australia.
5. The system of government in New Zealand.
6. The biography of Fulton.
7. The Pendleton Civil Service Reform Act.

1883

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1. **Civil service and its basic definitions.**
2. **The main principles of separation of powers and other systems.**
3. **The main features of federalism.**
4. **The main features of confederation and unitarisation.**
5. **Civil Service and corruption.**
6. **History of state and civil service.**
7. **Strategic management and thinking.**
8. **Strategy and tactics of successful cross-cultural negotiating.**
9. **Public Administration and PR.**
10. **Thatcherism and reforms in Civil Service of Great Britain.**
11. **The importance of local government reformsø experience in Great Britain for Russia.**
12. **Advantages of civil servant career.**
13. **Principles and methods of successful recruitment.**

- 14. Outstanding theoretic of state policy.**
- 15. The system of government in the USA.**
- 16. The system of government in Canada.**
- 17. The system of government in Australia.**
- 18. The system of government in New Zealand.**
- 19. The biography of Fulton.**
- 20. The Pendleton Civil Service Reform Act.** 1883
- 21. Systems of government.**
- 22. Decision-making in Public Administration.**
- 23. Negotiating. Cross-cultural negotiating.**
- 24. Public Service reform in Great Britain.**
- 25. Local Government in Great Britain.**
- 26. Recruitment of civil servants in Great Britain.**
- 27. Career in Civil Service of Great Britain.**
- 28. Other variants of organizing a democratic system of governance.**
- 29. Aristotle and his theory of forms of government.**
- 30. Factors that may cause corruption and offers the ways to prevent it.**

31. Process of strategic management.
32. Strategic thinking.
33. History of development of state from classical antiquity till modern society.
34. Particularities of political decisions.
35. Particularities of technical decisions
36. Importance of IT decisions.
IT
37. Main features of federalism, confederation and unitarization.
38. Main features of confederation.
39. Main features of unitarization.
40. Use of the term "strategy" in managerial practice.
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41. Decision-making in public administration theory and researches.
42. Negotiating skills and styles.
43. The role of PR in modern political competition.
PR
44. Reasons that caused the changes and necessity of reform in Civil Service of Great Britain.
45. Importance of civil servant career in Great Britain.
46. System of local government structure in Great Britain.
47. Aims and functions system of local government in Great Britain.

48. Differences and advantages of federalism, confederation and unitarization government.

49. Other variants of organizing a democratic system of governance: fusion of power.

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50. Other variants of organizing a democratic system of governance: mixed systems.

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51. Reforms in Civil Service in Russia.

52. Local government in Russia.

53. Decision-making in modern world.

54. The strongest reasons against corruption.

55. Separation of powers vs. Fusion of powers.

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