

February 1996

TODD STERN'S SCHEDULE

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

				1 11:30am NEC(472) 5:00pm DOD(180)	2 6:00pm Vermeer Show 7:30pm-12:00am PGriffinPty	3
4	5	6 3:00pm CMills	7 2:00pm SchMtg (RooseRm)	8 11:30am DOD/HIVMtg 5:30-7:30pm SRicchettiFarewell (IndTrty)	9	10
11	12 9:00pm Dr. Packson(Helen)	13 (JBusy)	14 11:00am CMills 2:00pm Schedule (RooseRm)	15 11:00am McCaffreyMtg (Rahm'sOfc) 7:30-9:30pm Valentine'sPty for 1stLady (OmniShoreham)	16 9:00-11:00am McCaffreyMurderBd (472) 2:00pm CMills	17 (Jane) (GameTennis)
18	19	20 5:30pm HIV-AID (RooseRm)	21 2:00pm SchMtg (RooseRm) 4:00pm MsgMtg (180)	22 Ellen&David 4:00-4:30pm HIV/DOD Disch (Rascoe'sOfc) 6:00pm CabBfg (276)	23 John 1:00pm Lunch-PC&HH (BombayClub) 2:30pm JGibson 4:00pm CWalter 7:30pm MBerman	24
25	26 McCaffreyMtg	27 11:00am ProductsLiability (Tyson'sOfc)	28 Vicki's B-Day 11:15am PanettaMtg 12:00pm MsgMtg (180)	29 [Elena] 11:00-11:30am MWaldman 2:30pm SchedMtg (RooseRm) 3:00pm HIV/MilLegEfts(472)		

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

27-Feb-1996 02:49pm

TO: (See Below)

FROM: Cheryl S. Rodman
 Scheduling and Advance

SUBJECT: Short Term

The short term meeting will now be at 2:00 pm on Thursday, instead of tomorrow.
I will let you know the room as soon as it is set.

Cher

Distribution:

TO: Kristin Leight
TO: Sheila D. Turner
TO: Jeremy D. Benami
TO: Dorothy L. Karayannis
TO: Teresa Wildman
TO: Christa T. Robinson
TO: Julie E. Mason
TO: Stacey L. Rubin
TO: Christopher F. Walker
TO: R. Lawton Jordan III
TO: Betsy Myers
TO: Ruby G. Moy
TO: Patricia E. Romani
TO: Carolyn E. Cleveland
TO: Laura A. Graham
TO: Margo L. Spiritus
TO: Laura Capps
TO: John O. Sutton
TO: Evan M. Ryan
TO: Patti Solis
TO: Gordon Li
TO: Lisa Jordan Tamagni
TO: Jodie R. Torkelson
TO: Michael D. Malone
TO: Cheryl D. Mills
TO: Melissa M. Murray
TO: Tracy B. LaBrecque
TO: Rebecca A. Cameron
TO: Nancy V. Hernreich

MEMORANDUM
OF CALL

Previous editions usable

TO: TS

☒ YOU WERE CALLED BY- ☐ YOU WERE VISITED BY-

Carmena/Patsy Fleming's ofc
OF (Organization)

☐ PLEASE PHONE ☐ FTS ☐ AUTOVON
632-1096 6321090

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU
☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

She is trying to set up mtg. re HIV
Military Legislative Efforts with you,
Patsy, Jeremy Ben-ami, GS, Marsha
Scott, Tracey Thornton on Thurs.
02/29

IS 1:45 PM (1 hr.)
OK with you????
(I can call her back if you'd like S)

RECEIVED BY
02/26

DATE 5:05 pm TIME 2/26

50363-111 NSN 7540-00-634-4018
*U.S. G.P.O.:1994-300-891/00003

OPTIONAL FORM 383 (Rev. 1-94)
Prescribed by GSA

Todd says 10:30 AM is
good.

+ anytime between
1:30-4:00.

Carol need to find
out where is
mtg.

Rm 180, OEOB

Rm 472 change

MEMORANDUM
OF CALL

Previous editions usable

TO: TS

☒ YOU WERE CALLED BY- ☐ YOU WERE VISITED BY-

Carmena/Patsy Fleming's ofc
OF (Organization)

☐ PLEASE PHONE ☐ FTS ☐ AUTOVON
632-1096

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU
☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

She is trying to set up meet~~re~~ HIV
Military Legislative Efforts with you,
Patsy, Jeremy Ben-ami, GS, Marsha
Scott, Tracey Thornton on Thurs.
02/29

IS 11:00 AM OK with you????
(I can call her back if you'd like S)

RECEIVED BY 02/26	DATE 5:05 pm	TIME 2/26
----------------------	-----------------	--------------

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

26-Feb-1996 09:58am

TO: (See Below)

FROM: Kristin Leight
 Office of the Chief of Staff

SUBJECT: message meeting wednesday

This week the message meeting will be Wednesday at 12:00 in Room 180.

It is, however, supposed to be held every Tuesday from 2-3 in Room 180; please keep it on your calendars at this time for future weeks. Thanks.

Distribution:

TO: Jennifer Palmieri
TO: Adam R. Kreisel
TO: John O. Sutton
TO: Teresa Wildman
TO: Laura Capps
TO: Gordon Li
TO: Daniel Taberski
TO: Jason S. Goldberg
TO: Lisa Jordan Tamagni
TO: Christopher F. Walker
TO: Evan M. Ryan
TO: Nicole R. Rabner
TO: Gabrielle M. Bushman
TO: Michael Waldman
TO: Julie E. Mason
TO: Lorraine McHugh
TO: Christa T. Robinson
TO: Kenneth Baldwin
TO: Cheryl L Sweitzer
TO: Cheryl S. Rodman
TO: Joseph W. Cerrell
TO: Lorraine A. Voles
TO: Barry J. Toiv
TO: Bruce N. Reed
TO: Cathy R. Mays
TO: Victoria L. Radd
TO: Julia Moffett
TO: Margo L. Spiritus
TO: Laura A. Graham
TO: Todd Stern

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

26-Feb-1996 03:03pm

TO: (See Below)

FROM: Jennifer D. Dudley
 Office of the Counsel

SUBJECT: Products Liability Meeting

The Products Liability meeting scheduled for tomorrow, Tuesday, Feb. 27 has jumped around a little in terms of time and location. Here is the correct information:

11:00am tomorrow
Laura Tyson's Office

Distribution:

TO: Christopher F. Walker
TO: Odetta S. Walker
TO: Dena B. Weinstein
TO: Carolyn E. Cleveland
TO: Tracey E. Thornton
TO: Marilyn Yager
TO: Kathleen (Kate) Carr
TO: Jon Yarowsky

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

20-Feb-1996 01:31pm

TO: (See Below)

FROM: Sheila D. Turner
 Office of Cabinet Affairs

SUBJECT: Cabinet Briefing

There will be a Cabinet Briefing on Thursday, February 22, at 6:00, in the Vice President's Ceremonial Office - Rm. 276.

A DRAFT agenda will be circulated later today or tomorrow.

As always, you are welcome to attend. Thanks.

Distribution:

TO: Jack M. Quinn
TO: William Curry
TO: Thomas F. McLarty
TO: George Stephanopoulos
TO: Bob J. Nash
TO: Gene B. Sperling
TO: Douglas B. Sosnik
TO: Rahm Emanuel
TO: Michael McCurry
TO: Donald A. Baer
TO: John Gibbons
TO: John Hilley
TO: Marcia L. Hale
TO: Alexis Herman
TO: Harold Ickes
TO: Evelyn S. Lieberman
TO: Anthony Lake
TO: Bruce R. Lindsey
TO: Todd Stern
TO: Carol H. Rasco
TO: Laura D. Tyson
TO: Kathleen A. McGinty
TO: Ron Klain
TO: Margaret A. Williams

CC: Valerie M. Owens
CC: John O. Sutton
CC: Teresa Wildman
CC: Jennifer Palmieri

TO: Todd

FROM: Jennifer Ferguson (Susan Levine's Office DNC)
phone message via Trudy

RE: Valentine's Day Party for Mrs. Clinton

DATE: February 9, 1996

Jennifer Ferguson called 2/9/96 inviting you and your Jennifer to a party for Mrs. Clinton on Valentine's Day at ~~Capital Hilton~~.

Time 7:30 - 9:30 p.m.

Omn. Shoreham
2500 Calvert St.

Serving desert

Business attire

☒ Accept

☐ Decline

Accepted
to V.M.
2/13/96

Need to RSVP by COB 2/12/96
(202) 863-8086

definitely
on 2/15/96

passed change
to Todd

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

20-Feb-1996 04:38pm

TO: (See Below)

FROM: Cheryl S. Rodman
 Scheduling and Advance

SUBJECT: Short Term Scheduling

The short term scheduling meeting will be tomorrow at 2:00 pm in the Roosevelt Room.

Cher

Distribution:

TO: Kristin Leight
TO: Sheila D. Turner
TO: Jeremy D. Benami
TO: Dorothy L. Karayannis
TO: Teresa Wildman
TO: Christa T. Robinson
TO: Julie E. Mason
TO: Stacey L. Rubin
TO: Christopher F. Walker
TO: R. Lawton Jordan III
TO: Betsy Myers
TO: Ruby G. Moy
TO: Patricia E. Romani
TO: Carolyn E. Cleveland
TO: Laura A. Graham
TO: Margo L. Spiritus
TO: Laura Capps
TO: John O. Sutton
TO: Evan M. Ryan
TO: Patti Solis
TO: Gordon Li
TO: Lisa Jordan Tamagni
TO: Jodie R. Torkelson
TO: Michael D. Malone
TO: Cheryl D. Mills
TO: Melissa M. Murray
TO: Tracy B. LaBrecque
TO: Rebecca A. Cameron
TO: Nancy V. Hernreich
TO: Barry J. Toiv

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

14-Feb-1996 05:29pm

TO: Carolyn E. Cleveland
FROM: Todd Stern
Office of the Staff Secretary

SUBJECT: schedule

FYI -- I have rsvp'd on these.

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

14-Feb-1996 05:00pm

TO: (See Below)

FROM: Christa T. Robinson
 Office of Communications

SUBJECT: McCaffrey meetings

I would like to confirm that you all are attending a meeting with General McCaffrey to go over his nomination hearings from 9-11:00am on Friday in the Ward Room. Also, Rahm would like to have an internal meeting tomorrow to prepare for the McCaffrey meeting that will be held tomorrow (Thursday) at 11:00am in Rahm's office. Please RSVP to me for both of these meetings.

Distribution:

TO: Cathy R. Mays

TO: Tracey E. Thornton

TO: Dennis Burke

TO: Victoria L. Radd

TO: Ron Klain

TO: Todd Stern

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

13-Feb-1996 10:06am

TO: (See Below)

FROM: Cheryl S. Rodman
 Scheduling and Advance

SUBJECT: Short Term Scheduling

The short term scheduling meeting will be tomorrow in the Roosevelt Room at 2:00 pm.

Cher

Distribution:

TO: Kristin Leight
TO: Sheila D. Turner
TO: Jeremy D. Benami
TO: Dorothy L. Karayannis
TO: Teresa Wildman
TO: Christa T. Robinson
TO: Julie E. Mason
TO: Stacey L. Rubin
TO: Christopher F. Walker
TO: R. Lawton Jordan III
TO: Betsy Myers
TO: Ruby G. Moy
TO: Patricia E. Romani
TO: Carolyn E. Cleveland
TO: Laura A. Graham
TO: Margo L. Spiritus
TO: Laura Capps
TO: John O. Sutton
TO: Evan M. Ryan
TO: Patti Solis
TO: Gordon Li
TO: Lisa Jordan Tamagni
TO: Jodie R. Torkelson
TO: Michael D. Malone
TO: Cheryl D. Mills
TO: Melissa M. Murray
TO: Tracy B. LaBrecque
TO: Rebecca A. Cameron
TO: Nancy V. Hernreich

Accept

Regret



2/13/96
Accepted
by phone
2/13/96.

Can



The pleasure of your company
is requested for the
Swearing-in Ceremony
in honor of the General Counsel of
The Department of Transportation
Nancy E. McFadden
on Tuesday, February 20, 1996
2:00 p.m.
Room 10234
DOT Headquarters Building
400 Seventh Street, S.W.
Washington, D.C.

96 FEB 13 A10:09

Reception to Follow:
Room 10428
DOT Headquarters Building

Please RSVP by
February 17, 1996
(202) 366-4702

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

09-Feb-1996 11:49am

TO: Todd Stern
TO: Phillip M. Caplan

FROM: Helen P. Howell
 Office of the President

CC: Carolyn E. Cleveland

SUBJECT: Meeting with Cheryl Mills

She can meet with us at 11:00 on Wednesday morning.

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

06-Feb-1996 04:35pm

TO: Todd Stern

FROM: Jennifer Palmieri
 Office of the Chief of Staff

SUBJECT: HIV call

FYI, the conference call with the President's Advisory Committee on HIV and AIDS is set for 6:00 pm on Wednesday.

Can you come to a prep at 5:30 pm ?

thanks.

ps -- Gordon Adams is doing DOD talking points.

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

06-Feb-1996 04:43pm

TO: Carolyn E. Cleveland

FROM: Todd Stern
Office of the Staff Secretary

SUBJECT: schedule

FYI

EXECUTIVE OFFICE OF THE PRESIDENT

30-Jan-1996 10:10am

TO: (See Below)

FROM: Cheryl S. Rodman
Scheduling and Advance

SUBJECT: Short Term Scheduling Meeting

Evelyn will be having a short term scheduling meeting tomorrow at 2:00 p.m. in the Roosevelt Room.

Evelyn is going to be holding the short term scheduling meeting at 2:00 p.m. every Wednesday in the Roosevelt Room.

Cher

Distribution:

TO: Kristin Leight
TO: Sheila D. Turner
TO: Jeremy D. Benami
TO: Dorothy L. Karayannis
TO: Teresa Wildman
TO: Christa T. Robinson
TO: Julie E. Mason
TO: Stacey L. Rubin
TO: Christopher F. Walker
TO: R. Lawton Jordan III
TO: Betsy Myers
TO: Ruby G. Moy
TO: Patricia E. Romani
TO: Carolyn E. Cleveland
TO: Laura A. Graham
TO: Margo L. Spiritus
TO: Laura Capps
TO: John O. Sutton
TO: Evan M. Ryan
TO: Patti Solis
TO: Gordon Li
TO: Lisa Jordan Tamagni
TO: Jodie R. Torkelson
TO: Michael D. Malone
TO: Cheryl D. Mills
TO: Melissa M. Murray

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

25-Jan-1996 05:43pm

TO: (See Below)

FROM: Cheryl S. Rodman
 Scheduling and Advance

SUBJECT: Short Term

In case there is still any confusion, Evelyn is chairing the short term scheduling meeting tomorrow morning at 10:00 a.m. in the Roosevelt Room.

Cher

Distribution:

TO: Kristin Leight
TO: Sheila D. Turner
TO: Jeremy D. Benami
TO: Dorothy L. Karayannis
TO: Teresa Wildman
TO: Christa T. Robinson
TO: Julie E. Mason
TO: Stacey L. Rubin
TO: Christopher F. Walker
TO: R. Lawton Jordan III
TO: Betsy Myers
TO: Ruby G. Moy
TO: Patricia E. Romani
TO: Carolyn E. Cleveland
TO: Laura A. Graham
TO: Margo L. Spiritus
TO: Laura Capps
TO: John O. Sutton
TO: Evan M. Ryan
TO: Patti Solis
TO: Gordon Li
TO: Lisa Jordan Tamagni
TO: Jodie R. Torkelson
TO: Michael D. Malone
TO: Cheryl D. Mills
TO: Melissa M. Murray
TO: Tracy B. LaBrecque
TO: Rebecca A. Cameron
TO: Nancy V. Hernreich
TO: Barry J. Toiv

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

06-Feb-1996 12:39pm

TO: (See Below)

FROM: Cheryl S. Rodman
 Scheduling and Advance

SUBJECT: Short Term

The short term scheduling meeting (not message meeting) is tomorrow at 2:00 pm i
the Roosevelt Room.

Cher

Distribution:

TO: Kristin Leight
TO: Sheila D. Turner
TO: Jeremy D. Benami
TO: Dorothy L. Karayannis
TO: Teresa Wildman
TO: Christa T. Robinson
TO: Julie E. Mason
TO: Stacey L. Rubin
TO: Christopher F. Walker
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TO: Michael D. Malone
TO: Cheryl D. Mills
TO: Melissa M. Murray
TO: Tracy B. LaBrecque
TO: Rebecca A. Cameron
TO: Nancy V. Hernreich
TO: Barry J. Toiv

TO: Jason S. Goldberg
TO: Daniel Taberski
TO: Ann M. Cattalini
TO: Evelyn Diaz
TO: Cathy L. Millison
TO: Thomas O'Donnell
TO: Dena B. Weinstein
TO: Lee A. Satterfield
TO: Nicole Elkon
TO: Patrick M. Steel
TO: Lucie F. Naphin
TO: Sara Grote
TO: Holly B. Nichols
TO: Paige E. Reffe
TO: Andrew D. Sens
TO: Beth A. Viola
TO: Jennifer M. O'Connor
TO: Michael Waldman
TO: Gabrielle M. Bushman
TO: Todd Stern
TO: Phillip M. Caplan

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

06-Feb-1996 12:35pm

TO: (See Below)

FROM: Cheryl S. Rodman
 Scheduling and Advance

SUBJECT: Short Term Meeting Tomorrow

The short term message meeting will be tomorrow at 2:00 pm in the Roosevelt Room.

Cher

Distribution:

TO: Kristin Leight
TO: Sheila D. Turner
TO: Jeremy D. Benami
TO: Dorothy L. Karayannis
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TO: Jodie R. Torkelson
TO: Michael D. Malone
TO: Cheryl D. Mills
TO: Melissa M. Murray
TO: Tracy B. LaBrecque
TO: Rebecca A. Cameron
TO: Nancy V. Hernreich

Februray 6, 1996

NOTE FOR TS

FROM: CC

RE: Invitations

-
1. There will be a farewell reception for Steve Ricchetti on Thursday, February 8, in the Indian Treaty Room from 5:30 p.m. to 7:30 p.m. Shall I accept for you?

☒ YES

☐ NO

21619

Accept ~~2~~

Regret ✓

(out of town

Carol
note pls. send my
to Jen Deanna

NO LONGER A

06 FEB 6 P2:30

CLINTON TWENTY-SOMETHING

Come celebrate **Jennifer O'Connor's** 30th birthday.

Time: 9:00 PM Till 12:00

Date: February 10, 1996

Place: Timberlake's,

1726 Connecticut Ave, NW ('twixt R & S),
Washington, DC

If you think about it. RVSP 703-908-2194.

Jen -
Thanks for
the invite.
me &
my Jen
to see
be in
my unfortunate
Happy
b-day!

Love

NO LONGER A

06 FEB 6 P2:30

CLINTON TWENTY-SOMETHING

Come celebrate **Jennifer O'Connor's** 30th birthday.

Time: 9:00 PM Till 12:00

Date: February 10, 1996

Place: Timberlake's,
1726 Connecticut Ave, NW ('twixt R & S),
Washington, DC

If you think about it. RVSP 703-908-2194.

Jen -
Thanks for
the invite.
me &
my Jen
to see
be in
my unfortunate
Happy
b-day!

Will

1/23/96

Accept ✓

Regret

accepted to

Vania 1/24/96

Carol

ABBEY GRIFFIN, BRIAN GRIFFIN, TRICIA GRIFFIN, MARCIA HALE,
DAVID JOHNSON, DOUG SOSNIK

96 JAN 23 A10:33

INVITE YOU

to

Step

WELCOME

PAT GRIFFIN

BACK TO PRIVATE LIFE

FRIDAY, FEBRUARY 2, 1996

7:30 PM – MIDNIGHT

MUSIC CITY ROADHOUSE
1050 30th STREET, NW
[Free Parking at 1048 30th Street]

LIVE BAND, LOTS OF FOOD and DRINK!

R.S.V.P. VANIA at 202/496-2102 by January 31st

JOHNSON
SMITH
DOVER
KITZMILLER
& STEWART

FACSIMILE COVER SHEET

TO: Todd SternFAX NO.: 456-2215FROM: David Johnson, Marcia Hale, Doug SosnikDATE: January 23, 1996TOTAL NUMBER OF PAGES (including cover sheet): 2MESSAGE: Re: Farewell party for Pat Griffin

CONFIDENTIALITY NOTE: This facsimile transmission is intended only for the individual or entity named on this cover sheet, and may contain confidential information. If you are not the intended recipient, please be aware that any disclosure, copying, distribution or use of the contents of this communication is prohibited. If you have received this facsimile in error, please notify us immediately by telephone. Thank you.

If transmission is incomplete, please call (202) 775-8116. Our fax number is (202) 223-0358.

1/23/96

Accept _____

Regret _____

Regretted to

Susan 1/24/96

Can

THE NEW REPUBLIC

CORDIALLY INVITES YOU TO

★ ★ MEET THE EDITORS ★ ★

AND CELEBRATE THE PUBLICATION OF

THE NEW REPUBLIC

96 JAN 23 All: 43

Guide to the Candidates

A NEW REPUBLIC BOOK/BASIC BOOKS

THURSDAY, FEBRUARY 1, 1996

5:30 - 7:30 PM

THE PALM
1225 19TH STREET, NW
WASHINGTON, DC

R.S.V.P. 202-223-2922



Washington, DC 20036
1220 19th Street, NW

THE NEW REPUBLIC



Mr. Todd Stern
Asst. to the President
& Staff Secretary
The White House
Washington DC 20500



Admissions and Tuition

The program for 1996 will run from Tuesday, May 28, through Saturday, June 1. The applications' deadline is April 15, and all applicants will be notified of their admission to the program by May 1. Applications received after the deadline will

or international organizations must include their tuition payment with the acceptance reply form to hold a place in the class. Participants from federal agencies in the United States should submit appropriate authorization-for-training forms, which must be received prior to registration on May 28.



only be considered as spaces become available in the class.

Every candidate for admission must submit a completed application form. Due to the highly interactive nature of the program, the number of participants is limited and early registration is encouraged. Due to the interactive curriculum, fluency in English is a necessity for admission to the program.

The fee for the 1996 session is \$4,100, which includes tuition, curricular materials, housing, and all meals.

The program is particularly valuable for project teams that work as a unit in negotiation. Special group rates are available to facilitate team participation.

Upon acceptance into the program, participants from foreign governments

Environment

Participants are housed in Harvard executive program apartments overlooking the Charles River, with individual bedrooms in two- or three-bedroom suites. All meals are provided during the program. Since the program involves many exercises with some early

"The program provides strategies that I can use every day in my work."

morning or late evening sessions, all participants, including those from the Boston area, are required to live and take their meals at the Kennedy School during the session. University lodging for spouses or family members is not available.



Nancy A. Huntington
Director

**Strategic Public-Sector
Negotiation**

John F. Kennedy
School of Government
Harvard University
79 John F. Kennedy St.
Cambridge, MA 02138

Phone: 617-495-1142
Fax: 617-496-6241

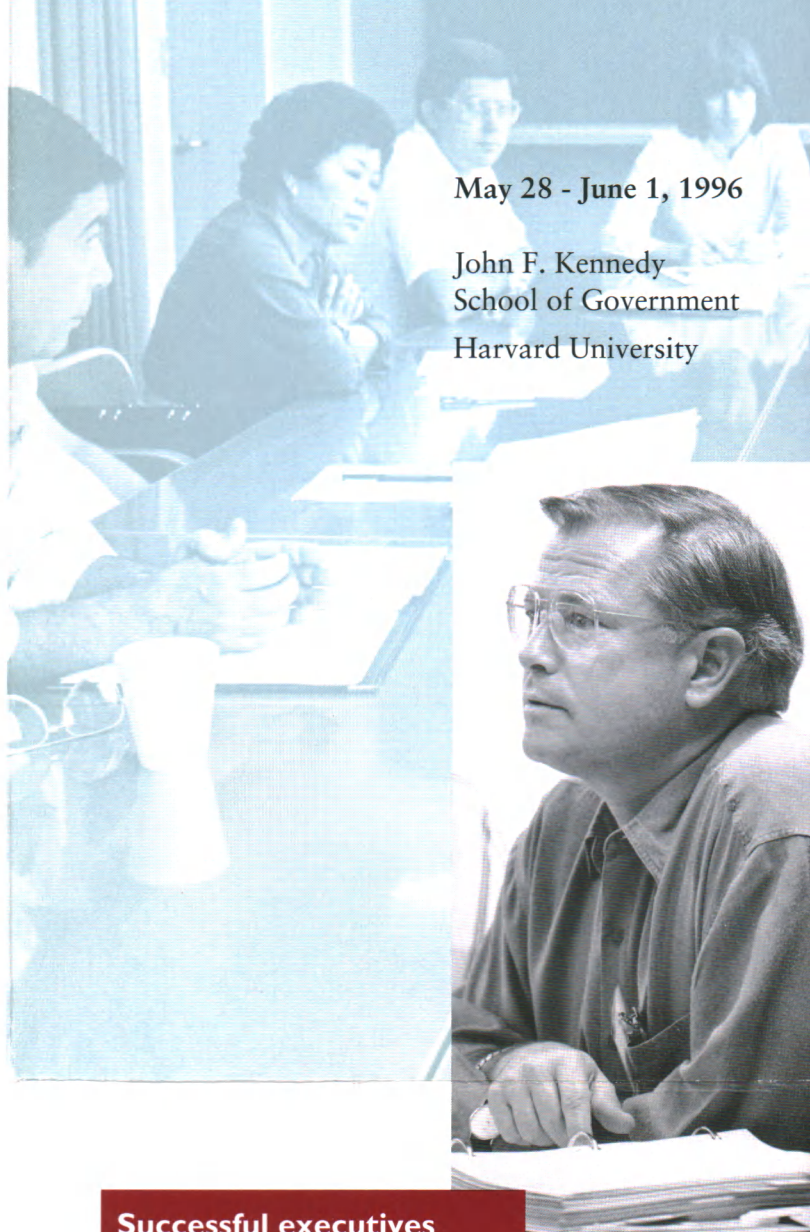
E-mail: nancyh@ksg.admit.harvard.edu

HARVARD

Strategic Public-Sector Negotiation

May 28 - June 1, 1996

John F. Kennedy
School of Government
Harvard University



Successful executives are successful negotiators.

Successful executives resolve disputes. They create productive formal accords with outside organizations and effective informal understandings within their own organizations. They find mutual gains where interests and perceptions may be in conflict. And their agreements and understandings stand the test of time.

Successful executives use their negotiating skills to resolve problems. Every facet of their operational life depends upon their strong skills in negotiation: in complex financial transactions, contracts, or procurement agreements, in legal or regulatory disputes, or in the continuing informal agreements within their own organizations for authority and resources.

Managing strategic negotiations is particularly challenging for those who work at the public-private interface. In a world that increasingly emphasizes interdependence, negotiations are the key to sustained, productive relationships.



Professor James Sebenius

Program

Strategic Public-Sector Negotiation is a highly intensive program that strengthens the skills needed to build successful negotiations and to create value and cooperation. It is targeted to government officials, executives in corporations and non-governmental organizations, and lawyers and other professionals at the public-private interface.

The program builds on path-breaking work in negotiations at Harvard to help participants develop clear strategic frameworks for their negotiations. It strengthens their abilities to assess the competing or cooperating interests in a negotiation. And it helps participants practice and internalize the tactical skills needed in the actual negotiation process.

Curriculum

The curriculum is organized to help executives:

- Identify the key elements of the negotiation that will advance one's interests
- Design a strong overall strategy for the negotiation that incorporates those key elements
- Assess accurately the competing interests in the negotiation
- Develop the skills needed to modify a position productively as the negotiation proceeds
- Pinpoint obstacles to the completion of the negotiation and develop techniques to overcome them
- Manage the tensions between the cooperative and the competitive facets of the negotiation
- Negotiate effectively without allowing conflicts to develop or impair important relationships
- Employ the analytic and tactical skills to carry the negotiation to successful completion

To achieve these goals, the highly interactive curriculum uses presentations, case discussions and exercises, including one-on-one

"Lots of information and ideas but structured so that you can absorb it all."

and multiparty role-playing negotiations, which enable the participants to internalize the lessons of the role-plays.

Participants

Each year SPSN draws participants from federal, state and local governments in the United States; from corporations and non-governmental organizations, and from international organizations and governments around the world.

Participants in the 1995 session included:

- Deputy Inspector General, U.S. Environmental Protection Agency
- Deputy Director-General of Trade, Government of Hong Kong
- Director, U.S. Office of Personnel Management

- Vice President for Strategic Development, Pacific Telesis Corporation
- Joint Administrator of the European Commission
- Division Director, Library of Congress
- Deputy Chief Administrative Officer, Orlando, Florida
- Commandant, U.S. Army War college
- Director General, Ministry of Home Affairs, Indonesia
- Division Directors, U.S. Social Security Administration and the General Services Administration
- Senior executive of a Venezuelan oil consortium

Faculty

James Sebenius is faculty chair of Strategic Public-Sector Negotiation and Professor of Business Administration at the Harvard Business School. He brings to the program his extensive public- and private-sector experience, and he leads a group of distinguished Harvard faculty experienced in negotiation and dispute resolution. Professor Sebenius is internationally known as a founder of the Negotiation Roundtable and he is the author of two major works on negotiation: *The Manager as Negotiator* and *Negotiating the Law of the Sea*.

Kennedy School of Government

The John F. Kennedy School of Government is Harvard University's professional school serving the public sector. The Kennedy School is committed to strengthening the effectiveness of public executives and strongly holds that an executive's educational needs do not end with formal education but continue throughout one's career.



Strategic Public-Sector Negotiation

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POLICY & POLITICAL AFFAIRS
ASSISTANT TO THE PRESIDENT/STAFF
1600 PENNSYLVANIA AVE NW
SECRETARY
WASHINGTON DC 20500

Carol-

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S/T

or do you do?

|

2113194

Todd-

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I have no
interest in this,

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Strategic Public-Sector Negotiation



John F. Kennedy School of Government ■ Harvard University

May 28 through June 1, 1996

APPLICATION

Please fill in the application (both sides) and return to the address below. The deadline for applications is April 15. For additional application forms or further information, please contact:

Nancy A. Huntington, Director
Strategic Public-Sector Negotiation
John F. Kennedy School of Government
Harvard University
79 John F. Kennedy Street
Cambridge, MA 02138
Phone: 617-495-1142; Fax: 617-496-6241
E-mail: nancyh@ksgadmit.harvard.edu

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Title _____

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State _____ Zip code _____

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Describe your organization and your responsibilities.

Do you negotiate in your professional work? If so, please describe.

Have you had negotiation training? If so, please describe.

2/16/96

Accept _____

Regret _____ ✓

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Fax: **456-2215**



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PURPOSE	Net proceeds to support the Fund's program of voter registration and education.
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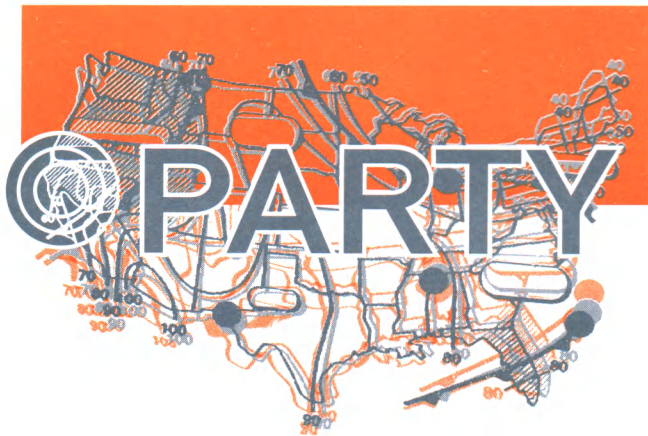
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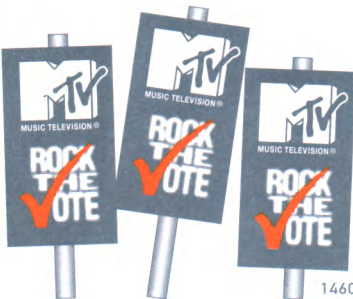
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