



Supervision Today! (6th Edition)

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Prentice Hall, 2009. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: PART I: DEFINING SUPERVISION AND SUPERVISORY CHALLENGES 1. Supervision Definitions 2. Supervision Challenges PART II: PLANNING, ORGANIZING, STAFFING, CONTROLLING AND DECISION-MAKING 3. Planning and Goal Setting 4. Organizing 5. Staffing and Recruiting 6. Controlling 7. Problem Analysis and Decision Making PART III: MOTIVATING, LEADING, COMMUNICATING, AND DEVELOPING 8. Motivating Followers 9. Leading Followers 10. Communicating Effectively 11. Developing Groups PART IV: APPRAISAL, SAFETY, NEGOTIATION, CHANGE, AND LABOR RELATIONS 12. Performance Appraisal 13. Workplace Health and Safety 14. Conflict, Negotiation, Discipline and Politics 15. Change Management 16. Supervision and Labor POSTSCRIPT: PERSONAL DEVELOPMENT.



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