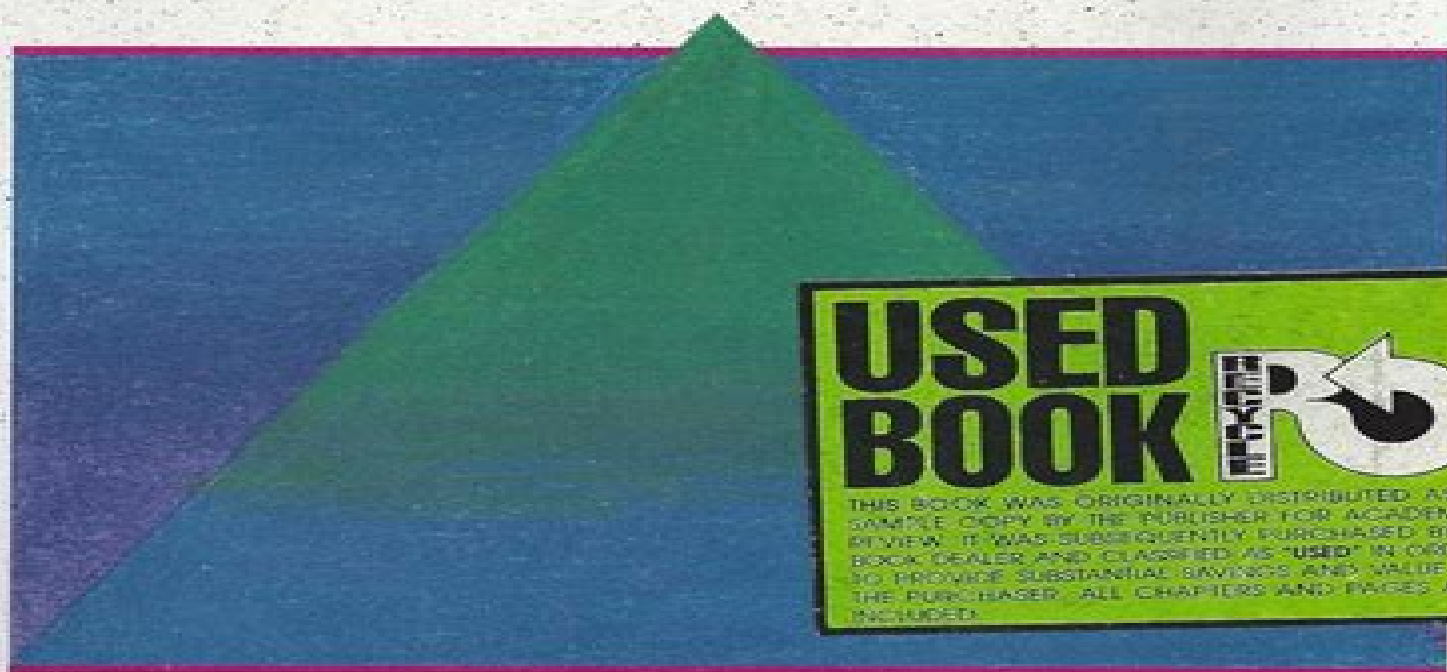


# SUPERVISION

## First-Line Management

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comments on relevant labour legislation regarding labour relations and trade unions and includes a glossary of terminology  
 Illustrations      *Leadership and Supervision, a Survey of Research Findings, a Management Report* ,1957      **Supervision Today!** Stephen P. Robbins,David A. DeCenzo,2004 For courses in Supervisory Management Supervision and First Line Management Written by well respected educators in the field this skills focused introduction to supervision captures the reality of supervising in the 2000s It takes students on the job by first explaining the job of supervisor and then featuring a wide range of examples of how supervisors operate in real situations The focus is on key skills needed for effective supervision e g goal setting delegating budgeting interviewing negotiating counseling coaching conducting groups meetings and handling grievances Rich in instructional aids and experiential opportunities it features lots of vignettes and visual stimuli to make concepts come alive NOW PACKAGED WITH EACH NEW STUDENT TEXT Self Assessment Library v 2 0 CD ROM now accompanies each Robbins Supervision Today 4e textbook This unique easy to use assessment tool allows you to assess your knowledge beliefs feelings and actions in regard to a wide range of personal skills abilities and interests Automatically graded self scoring exercises Generates individual analysis which can be printed or emailed The 45 exercises located on CD Rom are divided into three parts What About Me Working With Others and Life in Organizations as listed in the Table of Contents      Training of Supervisors Anglo-American Council on Productivity,1951      *Supervision, the Management of Organizational Resources* Sterling Harry Schoen,Douglas E. Durand,1979 Management development guide for the improvement of supervisory skills discusses the nature of managerial work leadership Motivation capacity and communications and examines organizational skills with respect to personnelling goal setting and performance appraisal administrative aspects concerning decision making the role of trade unions and public policy incl Grievance procedures time budgeting and career development etc Diagrams      Management James Arthur Finch Stoner,Charles Wankel,1986  
     **Supervision** Lawrence L. Steinmetz,H. Ralph Todd,1992      Principles of Supervision Mel E. Schnake,1987  
     *Proactive Police Management* Edward A. Thibault,Lawrence M. Lynch,R. Bruce McBride,2007 Proactive Police Management continues to be used widely throughout the nation as a text for college courses and as a reference for police administrators and aspiring supervisors The focus of the Seventh Edition continues to be that police managers must be proactive instead of reactive While the term has many connotations proactive means foreseeing events situations and potential threats before they become overwhelming issues through the use of long and short term planning Proactive police managers must continually have open communication with the major stakeholders within the community in order for the department s objectives to be accomplished      *Florida Public Employee Reporter* ,1983      *Wage Survey Report* ,1996  
     **First Line Management** Steinmetz,      Dimensions of Supervision Lennart Lennertl f,1966      *The Postal Supervisor* ,2001

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