

What Every Supervisor Should Know



Through five editions since its first release in 1959, *What Every Supervisor Should Know* has effectively responded to the changing needs of supervisors, and it remains the standard in the field of supervision. Now in a new edition, this classic guide to handling the day-to-day problems that supervisors face is: more current than ever—two new chapters cover the environment and innovation, this latest edition also treats such timely issues as computer surveillance and job competency guidelines; more personalized than ever—the new Personal Development Portfolio offers convenient checklists and sound guidelines on planning careers, managing time and coping with stress; leaner, meaner, and easier to use—the format is modular, and each chapter features three or more case studies, chapter-end reviews, and lots of easily referenced lists, tables, and charts. It's the best reference available for supervisors just starting out as well as for seasoned managers who need to freshen up on the basics or update their skills.

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