

What Every
SUPERVISOR
Should Know

6TH
EDITION

LESTER R. BITTEL • JOHN W. NEWSTROM

What Every Supervisor Should Know The Complete Guide To Supervisory Management

Marcel A. Müller



What Every Supervisor Should Know The Complete Guide To Supervisory Management:

What Every Supervisor Should Know Lester R. Bittel, John W. Newstrom, 1992-09-22 Long considered the standard in its field the sixth edition of this practical point by point guide to every major supervisory issue is now available in paperback It contains new discussions of such timely topics as the ways in which recent environmental trends and innovations affect productivity the impact of competency guidelines computer surveillance and expanding employee rights and more 30 line drawings

Business Information Sources Lorna M. Daniells, 1993 This is the reference work that librarians and business people have been waiting for Lorna Daniells s updated guide to selected business books and reference sources Completely revised with the best most recent information available this edition contains several new sections covering such topics as competitive intelligence economic and financial measures and health care marketing Handbooks bibliographies indexes and abstracts online databases dictionaries directories statistical sources and periodicals are also included Speedy access to up to date information is essential in the competitive computerized business world This classic guide will be indispensable to anyone doing business research today

Leadership and Groups in Recreational Service Jay Sanford Shivers, 2001-07 This text includes the latest theoretical developments in recreational service Continued experimentation in the field of neuroscience has produced a great deal of rethinking about personal traits and leadership potential in turn providing a detailed explanation of the processes and techniques of leadership as it applies to the field of recreational service The author deals with the functional aspects of leadership by providing numerous examples of how theory has been and should be applied in practical situations

Monthly Labor Review , 1990-07 Publishes in depth articles on labor subjects current labor statistics information about current labor contracts and book reviews

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Enhancing Your Personal Q (UUM Press) Henarath H.D.N.P. Opatha, Lim Kong Teong, 2014-08-01 This simplified pioneering innovative book is about how to enhance Personal Quality PQ which is the totality of positive attributes a person must possess in order to achieve success and progress of success at work and personal life PQ is a sine qua none to generate professionals who will not engage in frauds corruptions evil conflicts assassinations assaults retaliations and wars and who will contribute to alleviate the plight Serious reading of the book will make you the readers becoming a good citizen of the country a person of good personal character a professional who is special giving from his her heart in making the world a better place for those whose lives he she touches a professional who can make a significant and unique contribution to human development and institutional development and a professional who has passion and always prepare mentally and physically in continuous learning and self development Enhancing Your

Personal Q was designed to provide a systematic and rational understanding of PQ both conceptual and application oriented understanding It focuses on personal character personal management and personal key success factors which are the three dimensions of PQ The book is an essential reference to everyone who wishes to become an appropriate professional in any field *The Complete Guide to Hiring and Firing Government Employees* Stewart Liff,2009-12-23 Not only does government bureaucracy often make hiring a cumbersome slow moving process but poor performers enjoy more protection from losing their jobs than their counterparts outside of government With over thirty years experience as a federal government employee insider Stewart Liff offers a solution to the government talent shortage enabling government managers to cut through the red tape and take advantage of the best government employees out there The Complete Guide to Hiring and Firing Government Employees also teaches readers the equally important skills of efficiently documenting and dealing with those who don t make the cut to ensure your team starts and stays strong You ll discover how to take an anticipatory approach to recruiting how to decide who to target and where and how to advertise for open positions how to screen and interview candidates how to counsel a poor performing employee how to use progressive discipline how to document a case and write a charge how to develop internal political support and much more Bringing the best new people on board and weeding out the worst are both the most important and the most difficult tasks faced by any employer For federal managers the challenge is even greater Filled with tried and true strategies this step by step guide will equip you to continuously uphold strengthen and even grow an entire department of high achievers Subject Guide to Books in Print ,1996 *Supervisory Management* ,1980 **Performance** ,1981

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