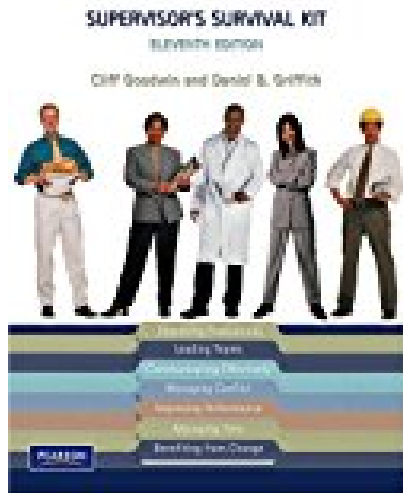


Supervisors Survival Kit 11th Edition



BOOK DETAILS

- Author : Cliff B. Goodwin
- Pages : 360 Pages
- Publisher : Pearson
- Language : English
- ISBN : 013239698X

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BOOK SYNOPSIS

Continuing the Elwood Chapman tradition, author Cliff Goodwin brings you The Supervisors Survival Kit, 11th Edition. Updated throughout, this edition focuses on the essential techniques and skills needed to be an effective supervisor. It offers a unique approach—fostering supervisory skills through the use of role plays, case studies, games and exercises—and will help readers gain confidence in their leadership and supervisory roles. This book discusses how to make the transition to management, achieve productivity through people, build an effective team, and conduct essential supervisory tasks such as staffing, delegating, motivating and appraising employees. For supervisors, managers, and those wishing to develop strong leadership skills.

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