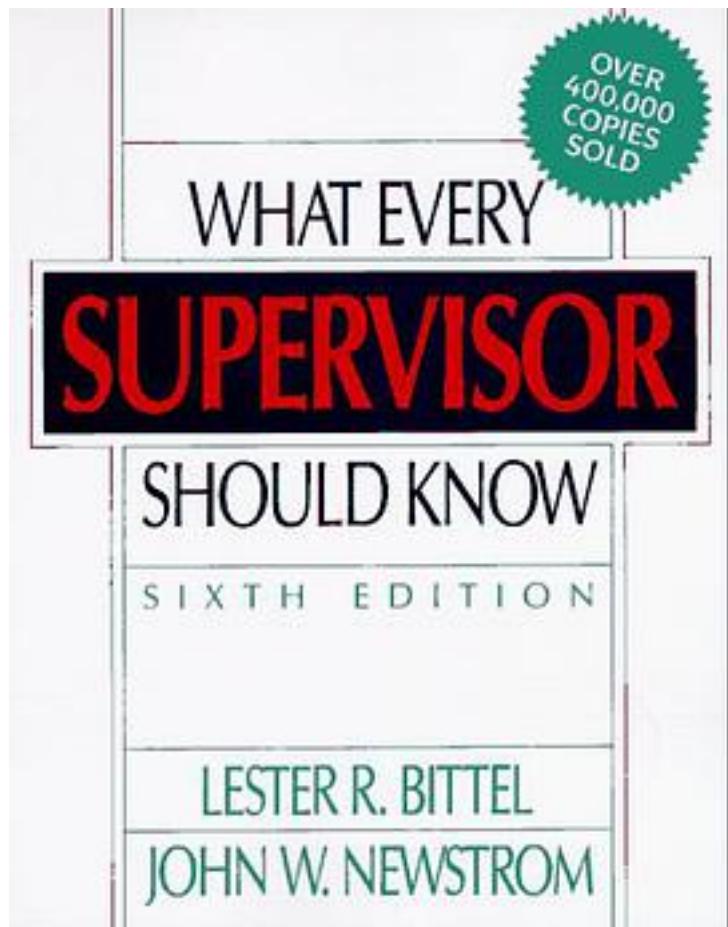


# What Every Supervisor Should Know



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出版者: McGraw-Hill

出版时间: 1992-9

装帧: Pap

isbn: 9780070055896

A practical, point-by-point guide to every major supervisory issue, this sixth edition contains new discussions of such topics as the ways in which recent environmental trends and innovations affect productivity; the impact of competency guidelines, computer surveillance and expanding employee rights on a supervisory's ability to

manage; and recent developments in entrepreneurship, no-fault absenteeism, and "new age" business culture. Other features of this edition include checklists to help readers plan their careers, manage time, and cope with stress.

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