

tools of the trade

Marjory Mortvedt, *TT editor*

Supervisory Skills *Basic Supervisory Skills. Patrick M. Williams. San Jose, Calif.: Lansford Publishing Co. 1975. Total Module: \$139.95. Module includes 10 transparencies, instruction booklet to accompany the transparencies, 2 audio cassettes, article reprints, and an instructor's workbook.*

If you don't have time to develop materials for teaching supervision, this will give you a big boost. The content presented is aimed at the working line manager, and the concepts are extremely useful and current. The two audio cassettes present management theory in lecture format. Their tone quality is somewhat uneven and two errors aren't edited out. Ten transparencies to use in presenting the concepts are included. Four are in dark colors, however, and several have small print which would be hard to see. The instructor's workbook contains useful materials for handouts, and the reprints were carefully selected. You'd have to adapt it, but it does provide you a running start on some quality materials.