

tools of the trade

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Supervisory Management

Supervisory Management: A Short Course in Supervision.
Robert W. Eckles, Ronald Carmichael, and Bernard R. Sarchet
New York: John Wiley and Sons, Inc., 1975. 293 pp. \$29.95.

This is an individualized study for supervisors at all levels. It's in notebook form, and the materials are self-pacing. They provide immediate feedback and a review of progress. Three of the four sections would be of special interest to people in Extension: Supervising Work (which does contain some business-related materials), Supervising People, and Supervising Day-to-Day Activities. Each section is well done and includes key concepts, learning objectives, clearly written content, good illustrations, and quizzes for which answers are provided. The section on the Supervisor and The Organization has content that's more applicable to business than Extension. Good if you will discipline yourself to study or could be adapted for use in training others.