

SUPERVISORY MANAGEMENT

N6

STUDY GUIDE

EXAMINATION QUESTION PAPERS AND ANSWERS

Supervisory Management Question Papers And Memorandum

Courtland L. Bovée



Supervisory Management Question Papers And Memorandum:

Supervisory Management, 1984 **Supervisory Management** Robert C. Lowery, 1985 Abstract Key practical effective management techniques are reviewed and discussed in detail for first line supervisors Emphasis is placed on developing a functional knowledge and understanding of how to supervise people and to manage facilities money resources computers information and time Topics include the various challenges and responsibilities of supervision the basics of planning organizing directing and controlling interpersonal relations including communications humanism direct personnel supervision sensitive personnel problems and developing a leadership aura techniques for supervision in and of the workplace productivity enhancement money resources computers information management time management and the importance of maintaining proper attitudes and ethics for success Case studies and illustrations are presented throughout the text and a glossary is appended wz Principles of Administrative and Supervisory Management James E. Morgan, 1973

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chapter s main concepts SimChart and SimChart for the Medical Office EHR samples demonstrate electronic medical records in use

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