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Sommario/riassunto	A largely undiscussed problem exists in the counseling community. Each year many excellent professional counselors with little or no administrative preparation or leadership experience are asked to assume administrative roles in schools, colleges and universities, state

and federal government offices, community agencies, and foundations. The purpose of this book is to lighten their challenge by providing them with knowledge of the basic tasks and tools needed by a professional administrator and, equally important, how to adapt those tasks and tools to various professional settings. Key feature
