

1. Record Nr.	UNINA9910826982403321
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Titolo	Fundamentals of library supervision // Joan Giesecke and Beth McNeil
Pubbl/distr/stampa	Chicago, : American Library Association, 2010
ISBN	1-283-09353-7 9786613093530 0-8389-9744-9
Edizione	[2nd ed.]
Descrizione fisica	1 online resource (202 p.)
Collana	ALA fundamentals series
Altri autori (Persone)	McNeilBeth
Disciplina	023/.9 023.9
Soggetti	Library personnel management - United States Supervision of employees
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Today's workplace -- Becoming a manager -- Communication skills -- Work climate and the art of motivation -- Team work and group dynamics -- Inclusiveness and diversity -- Policies and the legal environment -- Hiring and interviewing -- Orientation and training -- Planning and organizing work -- Managing performance -- Budgeting basics -- Facilities, space, and safety -- Managing meeting -- Managing rewards -- Project management -- Career management.
Sommario/riassunto	Two experienced library managers explain how to create a productive workplace as they weave expert advice and commentary into an easy-to-use resource.