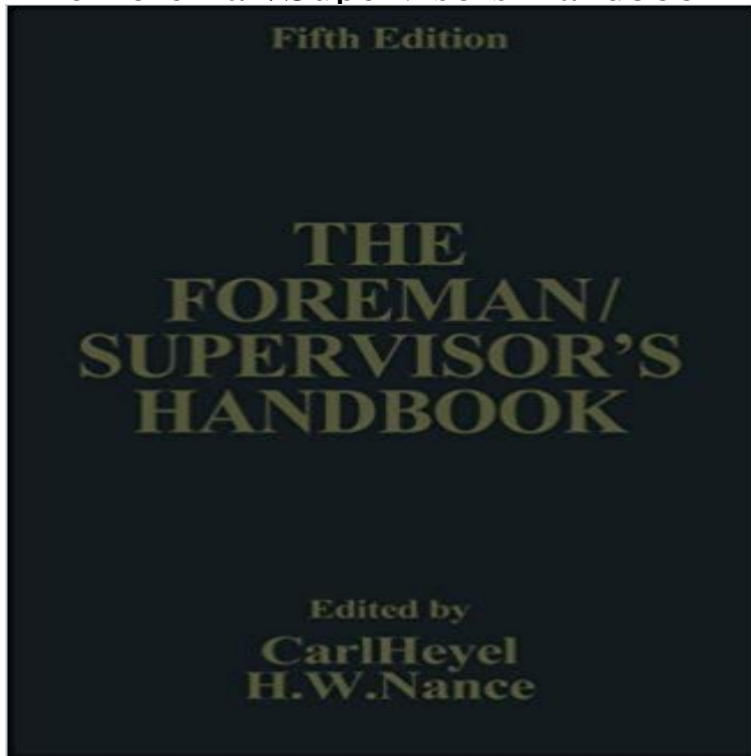


# The Foreman/Supervisors Handbook



The Foreman/Supervisors Handbook is offered as a comprehensive and authoritative text which presents the kind of practical information the foreman or supervisor needs in order to be effective on the job. It completely revises and updates The Foreman's Handbook, a work which, through four previous editions, has become the standard text in its field. The term foreman/supervisor in the title of the new edition was decided upon by the editors despite a reluctance to tamper with a well established name, in recognition of a change in usage which has come about over the years. Supervisor is now more generally used in industry for the first level of management and is especially appropriate since the emerging role of women in supervisory (and higher) positions has rendered the earlier, gender specific term less properly descriptive. Moreover, although the orientation of the book is to manufacturing operations, the principles and techniques discussed have wide application in office operations, where the term supervisor is the designation universally used. To retain continuity with the previous editions, the compromise term foreman/supervisor was adopted. As in previous editions, each chapter is written by an authority in the subject covered. Each, moreover, stands on its own feet, i. e. , it can be read as a separate article, independent of preceding or succeeding chapters.

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