



Principles of Supervision DANTES / DSST Test Study Guide - Pass Your Class - Part 1

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Principles of Supervision DANTES/DSST Test Study Guide - Part 1

Our DANTES/DSST study guides are different! Our three part series – Principles of Supervision DANTES/DSST study guide - TEACHES you what you need to know to pass the test. We have more than just pages of sample test questions. Our easy to understand study guide will TEACH you the information. We've condensed what you need to know into a manageable book - one that will leave you completely prepared to tackle the test. This study guide includes sample test questions that will test your knowledge and understanding of the information presented.

This study guide, part one of three will cover the following topics:

What is a Supervisor?

What Does it Take to be a Supervisor?

Authority

Planning

Steps in Planning

Mission Statement

Goals and Objectives

Policies

Procedures and Rules

Decision Making

Change

Time Management

Delegation

Organizing

Organizational Theories

Organizational Structures

Line and Staff Authority

Line and Functional Authority

Delegation of Authority

Unity of Command

Centralization and Decentralization

Organization Charts

Matrix and Project Organizations

Staffing

Directing

Maslow's Hierarchy of Needs

Leadership

Sample Test Questions

There's More To Come

Test Taking Strategies

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