
CONTENTS

	PAGE
PREFACE.....	vii

PART ONE

THE BASIS FOR MANPOWER CONTROL

CHAPTER

1. WHAT IS MANPOWER CONTROL?.....	3
2. ARTS OF COMMUNICATION.....	12

PART TWO

THE EMPLOYEE AS A NEW WORKER

3. SELECTION AND PLACEMENT.....	29
4. INDUCTION.....	38
5. TRAINING.....	55

PART THREE

THE EMPLOYEE ON THE JOB

6. PROMOTION, UPGRADING, AND TRANSFER.....	69
7. SEPARATION.....	85
8. WORKING CONDITIONS.....	95
9. THE HUMAN FACTOR IN PRODUCTION.....	107

PART FOUR

THE EMPLOYEE AS A PERSON

10. SECURITY.....	127
11. HEALTH AND SAFETY.....	137
12. PERSONAL AND SOCIAL SATISFACTIONS.....	155

PART FIVE

THE FOREMAN AS A PERSON

13. SUPERVISION AND LEADERSHIP.....	171
14. THE FOREMAN HIMSELF.....	180
INDEX.....	193