

CONTENT

	Page
Preface to Second Edition	vii
Preface to the First Edition	ix
Introduction, The Mechanics of Teaching and the Art of Teaching	xi
PART I	
I Types of Educational Procedure	1
II The Principal Types of Conference Objectives	13
III The Job of a Conference Leader	23
IV Conference Devices and Their Use	35
V Success Factors in Conference Work	56
VI Results to Be Expected	74
PART II	
APPLICATION OF THE CONFERENCE PROCEDURE TO THE IMPROVEMENT OF FOREMANSHIP	
VII The General Problem of Training in Industry	85
VIII The Training of Minor Executives	112
IX The General Problem of Supervision of Men in Industry	136
X Conference Topics and Objectives	144
XI Suggestions as to the Selection of Chart Headings	150
XII Conference Material	170
PART III	
THE APPLICATION OF THE CONFERENCE PROCEDURE TO WORK WITH VOCATIONAL TEACHERS AND SUPERVISORS	
XIII Some Characteristics of the Problem	217
XIV Conference Topics and Objectives for Vocational Instructors and Supervisors	225
XV The Elements Involved in a Complete Training Program	243
XVI Some Fundamental Principles of Good Supervision	263
Appendix	277
Index	381