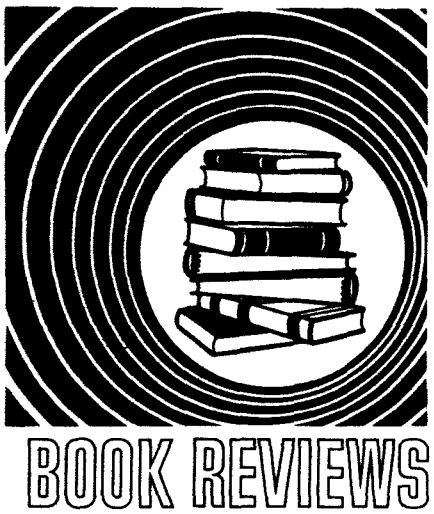


BOOK REVIEWS

SUPERVISING MINORITY GROUP EMPLOYEES

By J H Morrison

Public Personnel Assn , 1313 E 60th St , Chicago, Ill 60637

207-page softback, plus instruments $25 00

This is a complete, packaged training program The conference leader's guide is supplemented with a sample packet of handout materials, forms, analysis sheets, tests, etc With this literature, the trainer can run a six-session, three-day training course for first-line supervisors It is designed to equip the trainee with human relations skills that will enable him to effectively supervise minority employees

The guide includes suggestions for presenting the course, an outline for each session, suggestions for use of handouts, and appendices illustrating the attitudes and behavior of the major minority groups The instructor's manual offers a full script of each session's lecture, on a 2/3-page format The remaining 1/3 page is a key-phrase outline of the script, for those who prefer to ad lib

Sessions Understanding the Disadvantaged Minority's Background, How They View Supervision, Work, Issues, the Environment, Sensing and Meeting Their Needs, Dealing With the "Different" Employee, Handling Special Problems, Working With Youth and Dissidents

BUSINESS GAMES HANDBOOK

By R G Graham and C F Gray

American Management Assn , 135 W 50th St , New York, N Y 10020

48-page hardback $22 00

Credit for the popularization of the business game usually goes to the American Management Association's installation at Saranac Lake in 1956 Thus it is appropriate that the first comprehensive book-length explanation of the process should come from AMA

According to this book, the features which set the business game apart from earlier simulation (such as role playing) are it is a model of real life with a restricted number of problem areas, it is competitive yet not zero-sum, it is played by periods with feedback after each unit, and it is a learning exercise with carry-over to the job

Several purposes for using games are listed Games may be used to teach specific skills such as teamwork or decision-making They can improve managerial behavior They get participants to use powerful new tools for problem-solving And, they can be coordinated into other larger developmental activities

The chief criticisms They lack validity for "our work" They seduce participants into wrong assumptions about business principles They promote stereotyped thinking And, they use up time which could be more productively spent on the job

About 30% of the book is given over to readings The second, and larger portion, contains outlines of over 200 games of various types, including descriptions, their purpose, the decisions to be worked on, and the names of resources

This fine reference will also aid game-constructors or those who might want to adapt existing games to their own needs

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