

Human Resources Practice 5th Edition

Human Resource PracticeContemporary Human Resource ManagementPHR / SPHR Professional in Human Resources Certification Study GuideSocial Policy for Effective PracticeA Guide to the Human Resource Body of Knowledge (HRBoK)Health BehaviorHuman Resources Management for Public and Nonprofit OrganizationsInternational Human Resource ManagementStrategic Human Resource ManagementFundamentals of Human Resource Management, Global EditionHuman Resource Information SystemsManaging Human ResourcesHuman Resource DevelopmentLeadership and Nursing Care Management - E-BookReadings and Cases in International Human Resource Management and Organizational BehaviorMRI in PracticeHuman Resources Management for Effective SchoolsManagement of Human ResourcesSouth African Human Resource ManagementHuman Resource Management in IrelandHuman Resources LawHuman Resource ManagementMGMA HR Policies and ProceduresPersonnel and Human Resource ManagementA Handbook of Human Resource Management PracticeInternational Human Resource ManagementEmployment Law for Human Resource PracticeFundamentals of Human Resource Management with CD & PowerwebInternational Human Resource ManagementHuman Resource Management at WorkHuman Resource ManagementLeadership and Management DevelopmentEmployment Law for Human Resource

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PracticePHR and SPHR Professional in Human Resources Certification Complete Study GuideInternational Human Resource ManagementFundamentals of Human Resource ManagementFundamentals of Human Resource ManagementArmstrong's Handbook of Human Resource Management PracticeEssentials of Human Resource ManagementHuman Resource Management

Human Resource Practice

The essential health behavior text, updated with the latest theories, research, and issues Health Behavior: Theory, Research and Practice provides a thorough introduction to understanding and changing health behavior, core tenets of the public health role. Covering theory, applications, and research, this comprehensive book has become the gold standard of health behavior texts. This new fifth edition has been updated to reflect the most recent changes in the public health field with a focus on health behavior, including coverage of the intersection of health and community, culture, and communication, with detailed explanations of both established and emerging theories. Offering perspective applicable at the individual, interpersonal, group, and community levels, this essential guide provides the most complete coverage of the field to give public health students and practitioners an authoritative reference for both the theoretical and practical aspects of health behavior. A deep understanding of human behaviors is essential for effective public health and health care management. This guide provides the

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most complete, up-to-date information in the field, to give you a real-world understanding and the background knowledge to apply it successfully. Learn how e-health and social media factor into health communication. Explore the link between culture and health, and the importance of community. Get up to date on emerging theories of health behavior and their applications. Examine the push toward evidence-based interventions, and global applications. Written and edited by the leading health and social behavior theorists and researchers, *Health Behavior: Theory, Research and Practice* provides the information and real-world perspective that builds a solid understanding of how to analyze and improve health behaviors and health.

Contemporary Human Resource Management

Chapters on the role of internationalization, link between strategy, structure and Human resource management, mergers and acquisitions.

PHR / SPHR Professional in Human Resources Certification Study Guide

The #1 book for the leading HR certifications, aligned with the updated HRBoK™ PHR and SPHR certifications, offered by Human Resources Certification Institute (HRCI), have become the industry standard for determining competence in the field of human resources. Developed by working professionals, the PHR and SPHR credentials

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demonstrate that recipients are fully competent HR practitioners based on a standard set by workforce peers. Offering insights into those areas of knowledge and practices specific and necessary to human resource management (HRM), this study guide covers tasks, processes, and strategies as detailed in the updated A Guide to the Human Resource Body of Knowledge™ (HRBoK™). The study guide breaks down the critical HR topics that you need to understand as you prepare for the exams. PHR/SPHR Professional in Human Resources Certification Study Guide, Fifth Edition, is the ideal resource for HR professionals seeking to validate their skills and knowledge acquired through years of practical experience, as well as for a relative newcomer to the HR field looking to strengthen their resume. In this edition of the top-selling PHR/SPHR study guide, you'll find a practical review of all topics covered on the exams, as well as study tools designed to reinforce understanding of key functional areas. Strengthen the skills you learn with a year of FREE access to the Sybex online learning environment, complete with flash cards and practice quizzes to prepare you for exam day. • Business Management and Strategy • Workforce Planning and Employment • Compensation and Benefits • Human Resource Development and more If you're preparing for these challenging exams, this is the trusted study guide that'll help you perform your best.

Social Policy for Effective Practice

Book & CD. This fourth edition makes it clear that all

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who are interested in the sustainability of South Africa -- and Africa -- must put human resource management (HRM) at the very core of the management of organisations generally. The content is aligned to outcomes that are geared towards analytical and critical thinking about the theory and practice of HRM in South Africa. The African context is addressed, and ample information about HRM aspects 'elsewhere in Africa' is provided. This edition breaks away even further from the traditional structure of so many standard HRM textbooks. It challenges a broadening of the 'agenda' and scope of HRM work: HRM is not only about managing employees, but also about managing the work and the people who do the work of and in organisations. This may involve alternative ways of getting the work of organisations done superiorly. This book will help you to apply HRM effectively to achieve its ultimate aim, namely to add value to people, to organisations and to society. This comprehensive book is organised around themes such as: Developing an appreciation for the context of HRM in South Africa; Strategising, designing and planning as preparatory HRM work; Sourcing work talent; Facing the countrys people empowerment challenge; Meeting the reward and care challenge; Handling labour and employee relations challenges; Championing change and transformation; Managing HRM-related information, including HRM and sustainability reporting. Based on most recent theoretical developments, the emphasis is on the practical applications. Samples of relevant documents are included, and an accompanying CD contains a wealth of relevant resources as well as a continuing, integrating case study that serves as a basis for these

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applications, and individual and group activities. As a package, South African Human Resource Management will be extremely valuable to both current and aspirant managers, and human resource practitioners.

A Guide to the Human Resource Body of Knowledge (HRBoK)

Fundamentals of Human Resource Management: People, Data, and Analytics provides a current, succinct, and interesting introduction to the world of HRM with a special emphasis on how data can help managers make better decisions about the people in their organizations. Authors Talya Bauer, Berrin Erdogan, David Caughlin, and Donald Truxillo use cutting-edge case studies and contemporary examples to illustrate key concepts and trends. A variety of exercises give students hands-on opportunities to practice their problem-solving, ethical decision-making, and data literacy skills. Non-HR majors and HR majors alike will learn best practices for managing talent in today's ever-evolving workplace.

Health Behavior

For introductory courses in human resource management. Foundations in management beyond the HR department Fundamentals of Human Resources Management supports human resources training for all students of management -- not just HR managers. The text presents a wide range of HR

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topics within a single semester of material, and a wealth of functional examples and applications. Fundamentals is also the first text of its kind to make talent management processes a core study. This 5th Edition has been updated with practical personnel techniques, real company examples, and new material on business sustainability. Each chapter touches on important recurring themes in management, including employee engagement tactics, small/global business management, employment law features, and positive employee relations, to help students become stronger and more effective managers. MyLab Management is not included. Students, if MyLab Management is a recommended/mandatory component of the course, please ask your instructor for the correct ISBN. MyLab Management should only be purchased when required by an instructor. Instructors, contact your Pearson representative for more information. Reach every student by pairing this text with MyLab Management MyLab(tm) is the teaching and learning platform that empowers you to reach every student. By combining trusted author content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student.

Human Resources Management for Public and Nonprofit Organizations

Readings and Cases in International Human Resource Management and Organizational Behavior, 5th Edition examines cross-cultural interactions between people, cultures and human resource systems in a wide

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variety of regions throughout the world. This is truly a Global collection. Features include: * new readings and case studies positioned alongside trusted 'tried and true' readings and cases from past editions * a companion website featuring supplemental material and teaching notes to enhance instructors' abilities to use the readings and cases with their students. Written to enable students to meet the international challenges that they face every day and to sensitize them to the complexity of human resource issues in the era of globalization, this text is a vital resource for all those studying international human resource management.

International Human Resource Management

Now in its 10th edition, AHRI-endorsed Human Resource Management: Strategy and Practice provides a strong conceptual and practical framework for students of human resource management. The successful integrative strategic HRM model is retained and the most recent developments in human resource management theories and practices are explored. A multitude of contemporary regional and international examples are incorporated throughout, alongside expanded coverage on the future of work and emerging HRM issues. Thoroughly revised and updated with the latest research findings, this edition adopts a lateral approach to illustrating the evolving HRM landscape and promoting employability. Now available on the MindTap platform, Human Resource Management: Strategy and Practice provides an

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optional online learning experience with interactive, skills-based activities as well as new opportunities for student engagement and revision. Premium online teaching and learning tools are available on the MindTap platform. Learn more about the online tools cengage.com.au/mindtap

Strategic Human Resource Management

MRI in Practice continues to be the number one reference book and study guide for the registry review examination for MRI offered by the American Registry for Radiologic Technologists (ARRT). This latest edition offers in-depth chapters covering all core areas, including: basic principles, image weighting and contrast, spin and gradient echo pulse sequences, spatial encoding, k-space, protocol optimization, artefacts, instrumentation, and MRI safety. The leading MRI reference book and study guide. Now with a greater focus on the physics behind MRI. Offers, for the first time, equations and their explanations and scan tips. Brand new chapters on MRI equipment, vascular imaging and safety. Presented in full color, with additional illustrations and high-quality MRI images to aid understanding. Includes refined, updated and expanded content throughout, along with more learning tips and practical applications. Features a new glossary. MRI in Practice is an important text for radiographers, technologists, radiology residents, radiologists, and other students and professionals working within imaging, including medical physicists and nurses.

Fundamentals of Human Resource Management, Global Edition

This revised edition is a comprehensive, authoritative set of essays. It is more detailed and analytical than the mainstream treatments of HRM. As in previous editions, *Managing Human Resources* analyses HRM, the study of work and employment, using an integrated multi-disciplinary approach. The starting point is a recognition that HRM practice and firm performance are influenced by a variety of institutional arrangements that extend beyond the firm. The consequences of HRM need to incorporate analysis of employees and other stakeholders as well as the implications for organizational performance.

Human Resource Information Systems

A fully updated and revised tenth edition of this classic, best selling textbook. It remains the primary text for all students studying HRM - both undergraduate and postgraduate, as well as for students of the Chartered Institute of Personnel and Development (CIPD) diploma. The Handbook also continues to be an essential reference source for all managers concerned with personnel and HRM issues. This new edition of *A Handbook of Human Resource Management Practice* contains a number of significant additions and revisions including substantial revisions to seventeen chapters and new chapters on: Human Capital Management, the Role of the Front Line Manager; HR Strategies; Developing and Implementing HR Strategies and Learning and

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Development. The new edition also contains updated material based on recent developments in HRM policy and practice and a wide range of surveys and research projects conducted by professional associations and research bodies.

Managing Human Resources

This new 3rd edition of the best-selling text People Management & Development: Human Resource Management at Work is the complete text for anyone studying Human Resource Management. Combining the latest academic research with practical approaches to managing HR in the workplace, the text is thoroughly revised with increased signposting to enhance accessibility, a revised structure designed to be more flexible for use on CIPD and non-CIPD courses, as well as the addition of more international cases. Ideal for students studying for the CIPD professional qualification as well as general human resource management modules at undergraduate and postgraduate level. A 'route map' at the front of the book will indicate how the text can be used on both CIPD and non-CIPD courses to assist lecture preparation. TARGETED AT - Students studying CIPD Professional Qualifications and undergraduate and post graduate students taking HRM modules on business and HRM courses

Human Resource Development

Fundamentals of Human Resource Management, by Noe, Hollenbeck, Gerhart and Wright is specifically

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written to provide a complete introduction to human resource management. While it doesn't cover the depths of human resource management theory, the book is rich with examples and engages students through application. Fundamentals differs from the hardback textbook by the same author team. Instead of a higher level of theory that's geared towards the HRM majors, this book focuses on the uses of human resources for the general business manager. Issues such as strategy are reduced to give a greater focus on how human resources management is used in the everyday work environment. It provides students with the background necessary to manage human resources effectively and to be able to distinguish good from poor human resource management practices and how they impact business. Instructors are provided with a robust ancillary package that includes a comprehensive instructor's manual, test bank, PowerPoint presentation and a complete Online Learning Center to make course preparation easy.

Leadership and Nursing Care Management - E-Book

Note: You are purchasing a standalone product; MyLab Management does not come packaged with this content. Students, if interested in purchasing this title with MyLab Management, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. Management of Human Resources: The Essentials, Fifth Canadian Edition, recognizes that human resources are now among the most important

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organizational assets, and thus brings both human resources and non-human resources readers into a current and comprehensive discussion about human resources today. The term human resources refers to the employee--employer relationship in the workplace. The knowledge, skills, assets, and competencies employees bring to their work help the organization achieve its objectives; these resources provide a source of competitive advantage for organizations in a hyper-competitive, global environment. If you would like to purchase both the physical text and MyLab Management, search for: 0134860810 / 9780134860817 Management of Human Resources: The Essentials, Fifth Canadian Edition Plus MyManagementLab with Pearson eText -- Access Card Package, 5/e Package consists of: 013430506X / 9780134305066 Management of Human Resources: The Essentials, Fifth Canadian Edition, 5/e 0134882962 / 9780134882963 MyManagementLab with Pearson eText -- Standalone Access Card -- for Management of Human Resources: The Essentials, Fifth Canadian Edition, 5/e

Readings and Cases in International Human Resource Management and Organizational Behavior

This comprehensive text covers the entire field of human resource development, from orientation and skills training, to career and organizational development. It shows how concepts and theory have been put into practice in a variety of organizations. This sixth edition of HUMAN RESOURCE

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DEVELOPMENT reflects the current state of the field, blending real-world practices and up-to-date research. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

MRI in Practice

"Manual addresses policies and procedures in human resource management for medical groups and physician practices. Covers staffing, employment law, hiring practices, compensation, recordkeeping, employee handbooks, and discipline. Includes CD-ROM with 100 customizable forms, policies, and procedures."--Provided by publisher.

Human Resources Management for Effective Schools

Fully up-to-date revised edition with new exciting real-world features including video interviews with HR managers. In the words of video interviewees for Human Resource Management fifth edition: 'The HR strategy absolutely underpins the business strategy' - Lesley White, HR Director UK and Ireland, Huawei Technologies 'Organisations provide a differential through their people' - Keith Hanlon-Smith, Employee Relations Director, Norland Managed Services This new edition of Human Resource Management: Theory and Practice combines comprehensive text and web material to help you understand the context of the rapidly changing contemporary workplace and the importance of HRM within it. The authors challenge

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you to think critically and to apply this to the real world of business. Key features include:

- Two new chapters on Leadership and management development, and Organisational culture and HRM
- HRM and Globalization – sections analysing HRM on an international scale and the challenges of managing people across borders
- A focus on contemporary themes such as sustainability, dignity at work, diversity and emotion
- HRM as I see it – online video interviews with HR managers at organisations such as Sky, Bupa and Unite the Union, with accompanying questions in the textbook
- HRM in Practice sections and Case Studies – demonstrate HRM at work in the real world and encourage you to be analytical about practical issues
- Online multi-choice questions and skills development guide - aid your understanding and help you get to grips with writing reports and giving presentations. Visit www.palgrave.com/business/bratton5 for comprehensive supporting materials for lecturers and students, including all-new video interviews with HR professionals.

Management of Human Resources

Used by over 25,000 students across 130 countries, this bestselling text, written by leading international experts in each topic, retains its critical edge, academic rigour and breadth of coverage in the new fifth edition. The new edition reflects the contemporary debates and emerging issues in the field of IHRM, supplementing classic theories and models with recent research and international

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developments. Divided into three parts, the first section looks at the ways of thinking about IHRM theory and practice; the second section deals with multinational companies and how they manage their workforce around the world; the final section looks at both traditional and newer approaches to IHRM policies and practices. A selection of up-to-date examples from across the globe are used to support the text, including Uber's regulatory challenges across Europe, the gig economy, employment rights after Brexit, health insurance for part-timers in the US and EU, attracting and retaining 'millennials', the world's happiest and unhappiest countries, and CSR in Hong Kong. The book is complemented by free online resources for lecturers and students, including PowerPoint slides, additional case studies, SAGE video clips with critical thinking questions, free SAGE journal articles for every chapter, annotated useful weblinks, and suggested answers to self-assessment questions. Suitable reading for upper-undergraduate and masters level students on IHRM modules.

South African Human Resource Management

Providing critical and pragmatic coverage of contemporary ideas in human resource management, this text looks at some of the key issues and topics in the field.

Human Resource Management in Ireland

Thoroughly updated and expanded, the fifth edition of

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International Human Resource Management focuses on international human resource management (IHRM) within multinational enterprises (MNEs). The book has been designed to lead readers through all of the key topics of IHRM in a highly engaging and approachable way. In addition to the key topics and rich pedagogy students have come to expect, chapters have been updated, including an expanded chapter on Comparative and National Culture. Uncovering precisely why IHRM is important for success in international business, and how IHRM policies and practices function within the multinational enterprise, this comprehensive textbook provides an outstanding foundation for understanding the theory and practice of IHRM. It is essential reading for all students, instructors, and IHRM professionals. Instructor resources can be found at http://routledgetextbooks.com/textbooks/_author/globalhrm/

Human Resources Law

Human Resource Management

Human Resource Information Systems: Basics, Applications, and Future Directions is a one-of-a-kind book that provides a thorough introduction to the field of Human Resource Information Systems (HRIS) and shows how organizations today can leverage HRIS to make better people decisions and manage talent more effectively. Unlike other texts that overwhelm students with technical information and jargon, this revised Fourth Edition offers a balanced approach in

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dealing with HR issues and IT/IS issues by drawing from experts in both areas. It includes the latest research and developments in the areas of information security, privacy, cloud computing, social media, and HR analytics. Numerous examples, best practices, discussion questions, and case studies, make this book the most student-friendly and current text on the market.

MGMA HR Policies and Procedures

This text addresses human resource practices associated with each stage of the employment process--from hiring, to managing, to firing--and emphasizes the application of legal concepts to future business situations. Various features throughout the text offer students opportunities to develop issue spotting, critical thinking, and legal reasoning skills that will be integral in their future careers as human resource managers. EMPLOYMENT LAW FOR HUMAN RESOURCE PRACTICE, 4TH EDITION empowers students to understand the difference between what is legal and what is not, see and avoid potential problems, and know when to turn to a lawyer. While continuing its coverage of all the most important employment law topics, this edition has been updated to include extended coverage of a number of areas reflecting recent legislation, the issuance of new regulations, and recent case law. Some of these topics include: class action lawsuits, use of independent contractors, human trafficking, and the use of credit histories and criminal backgrounds when hiring. Important Notice: Media content referenced

within the product description or the product text may not be available in the ebook version.

Personnel and Human Resource Management

Conducting business across national borders is nothing new; the Knights Templar were banking internationally as long ago as 1135. But modern globalization processes raise different challenges, and as the world becomes smaller and labour movements more common, an international understanding of human resource management is essential. The second edition of International HRM provides a fully updated and revised analysis of this important area. Its innovative, multi-disciplinary approach allows a holistic picture to emerge in which key issues are assessed from organizational, individual and societal perspectives. The collection is divided into three parts: the contemporary internationalization context the management of international employees strategic issues facing international HR managers. Supported by new research, and including work from eminent writers in the field, this book discusses issues as diverse as the relative absence of women in international work, the ethical merits of localization, and the context faced by organizations like the United Nations. It is a valuable tool for all students, researchers and practitioners working in international business and human resource management.

A Handbook of Human Resource Management Practice

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Revised ed. of: Personnel law / Kenneth L. Sovereign
4th ed. c1999 .

International Human Resource Management

PRODUCT ONLY AVAILABLE WITHIN CENGAGE UNLIMITED. STRATEGIC HUMAN RESOURCE MANAGEMENT 5E offers a truly innovative, integrative framework that examines the traditional functional HR areas from a strategic perspective. This text is organized into two sections. The first section, Chapters 1-7, examines the context of strategic HR and develops a framework and conceptual model for the practice of strategic HR. The second section, Chapters 8-14, examines the actual practice and implementation of strategic HR through a discussion of strategic issues that need to be addressed while developing specific programs and policies related to the traditional functional areas of HR. Both the integrative framework that requires linkage between and consistency among these functional HR activities and the approach toward writing about these traditional functional areas from a strategic perspective distinguish the text from what is currently on the market.

Employment Law for Human Resource Practice

Fundamentals of Human Resource

Management with CD & Powerweb

Packed with the most current cases and examples available, EMPLOYMENT LAW FOR HUMAN RESOURCE PRACTICE, 5E addresses human resource practices associated with each stage of the employment process--from hiring, to managing, to firing--as it emphasizes the application of legal concepts to business situations. News clippings, hypothetical situations, and other hands-on applications offer students opportunities to develop issue spotting, critical thinking, and legal reasoning skills that will be integral in their future careers as human resource managers. Covering the most important employment law topics, the Fifth Edition is completely up to date with the latest legislation, new regulations, and recent case law. It includes extended coverage of the rights of vulnerable employees under the Americans with Disabilities Act, racial discrimination, the use of background checks, the Family Medical Leave Act, and more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

International Human Resource Management

For use as a text in foundations generalist social policy courses, either at the baccalaureate or master's level, this book examines the process of defining need, analyzing social policy, and developing new policy. A clear philosophical base and a common

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theoretical framework underlie the discussion of each component of the policy process. Four themes are interwoven throughout the book: the importance of thinking critically about social policy, the benefits of using the strengths perspective in policy analysis and development, the critical role social policy plays in all areas of practice, and the absolute responsibility of every social worker to engage in policy practice. Routledgesw.com now contains 6 cases; the Sanchez Case has been revised to include much more policy content. Instructor materials include extra readings, PowerPoints, test questions, annotated links, syllabi, and EPAS guidelines.? The book is also customizable on Routledge Custom Gateway.

Human Resource Management at Work

Emphasizing the relationship between human resource management and student learning, this book is driven by recent research, yet offers realistic applications throughout. In addition to discussing human resource functions, this text emphasizes how human resource decisions affect student achievement. It also discusses human resource practice in schools with site-based management, addresses ISLLC standards, and shows practical applications for research related to human resource practice. Hallmark Features Contains case studies to give students a detailed picture of various personnel problems. Four new case studies-- No Child Left Behind, teacher recruitment and selection, reductions in force, and teacher dismissal-- focus on recent developments in the field. Describes five major forms

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of collective bargaining used in school districts. Contains a major section on site-based management that reflects current practice in schools and districts. "Suggested Activities" at the end of each chapter provide practical applications. Annotated lists of Online Resources at the end of each chapter provide quick access to supplemental material. Discussion of teacher and administrator shortages-- particularly among minority candidates-- examines this important issue and its effect on learning. Visit our Ed Leadership SuperSite at www.ablongman.com/edleadership for additional information and leadership resources specific to this text!

Human Resource Management

Essentials of HRM combines a commentary on organizational behaviour with an explanation of human resource management techniques, and also acts as an introduction to industrial relations. It will prove an invaluable aid to those studying for professional qualifications, such as Membership of the Institute of Personnel Management or the Diploma in Management Studies, and for students on general business or social service courses. Equally, the practising manager will find this book a useful and practical guide.

Leadership and Management Development

An essential reference for HR professionals A Guide to

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the HR Body of Knowledge (HRBoK™) from HR Certification Institute (HRCI®) is an essential reference book for HR professionals and a must-have guide for those who wish to further their expertise and career in the HR field. This book will help HR professionals align their organizations with essential practices while also covering the Core Knowledge Requirements for all exams administered by HRCI. Filled with authoritative insights into the six areas of HR functional expertise: Business Management and Strategy; Workforce Planning and Employment; Human Resource Development; Compensation and Benefits; Employee and Labor Relations; and Risk Management, this volume also covers information on exam eligibility, and prep tips. Contributions from dozens of HR subject matter experts cover the skills, knowledge, and methods that define the profession's best practices. Whether used as a desk reference, or as a self-assessment, this book allows you to: Assess your skill set and your organization's practices against the HRCI standard Get the latest information on strategies HR professionals can use to help their organizations and their profession Gain insight into the body of knowledge that forms the basis for all HRCI certification exams As the HR field becomes more diverse and complex, HR professionals need an informational "home base" for periodic check-ins and authoritative reference. As a certifying body for over four decades, HRCI has drawn upon its collective expertise to codify a standard body of knowledge for the field. The HRBoK is the definitive resource that will be your go-to HR reference for years to come.

Employment Law for Human Resource Practice

The fifth edition of Personnel and Human Resource Management has been fully updated to take account of issues like office IT technologies, including Internet access and the controversial nature of e-mails under the Regulatory Investigative Powers Act.

PHR and SPHR Professional in Human Resources Certification Complete Study Guide

Updated edition of best-selling guide for PHR and SPHR candidates The demand for qualified human resources professionals is on the rise. The new Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) exams from the Human Resources Certification Institute (HRCI) reflect the evolving industry standards for determining competence in the field of HR. This new edition of the leading PHR/SPHR Study Guide reflects those changes. Serving as an ideal resource for HR professionals who are seeking to validate their skills and knowledge, this updated edition helps those professionals prepare for these challenging exams. Features study tools that are designed to reinforce understanding of key functional areas Provides access to bonus materials, including a practice exam for the PHR as well as one for the SPHR. Also includes flashcards and ancillary PDFs Addresses key topics such as strategic management, workforce planning and employment, compensation and benefits,

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employee and labor relations, and Occupational Safety and Health Administration regulations This new edition is must-have preparation for those looking to take the PHR or SPHR certification exams in order to strengthen their resume.

International Human Resource Management

As competitors strive to win the war for talent, effective human resource management is necessary to gain true competitive advantage in the marketplace. Three challenges companies face are sustainability, technology, and globalization. Human Resource Management 5th Edition brings these challenges to life by highlighting real-world examples pertaining to these issues and relating it to the concepts within the chapter. This best-selling McGraw-Hill/Irwin Human Resource Management title provides students with the technical background needed to be a knowledgeable consumer of human resource (HR) products and services, to manage HR effectively, or to be a successful HR professional. While clearly strategic in nature, the text also emphasizes how managers can more effectively acquire, develop, compensate, and manage the internal and external environment that relates to the management of human resources.

Fundamentals of Human Resource Management

How do you measure managers and leaders? How do

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you assess their development needs? Leadership and Management Development covers these and other key topics that form the requirements for the CIPD Level 7 Advanced module of the same name. Retitled and revised to focus on leadership as well as management, the book includes multiple perspectives from those who have either experienced or provided leadership and management development alongside analysis and critique to help paint a full picture of the subject. Students will learn to analyse the concepts of leadership and management, identify leadership and management development needs and formulate and implement strategies and interventions. This fully updated 5th edition of Leadership and Management Development features increased coverage of diversity, ecology, ethics and SMEs. At least two case studies per chapter support academic and critical context, and the book takes a more international perspective by considering global leaders and presenting international examples. It is ideal for students studying leadership and management development as part of a CIPD qualification or as part of a general business or HR degree. Online supporting resources include an instructor's manual and lecture slides.

Fundamentals of Human Resource Management

Human Resource Practice is a practical and accessible guide for students and anyone looking to gain a thorough understanding of HR, and is the definitive text for the CIPD's Level 3 Foundation Certificate in

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HR Practice. It covers all the core areas of HR including recruitment and selection, performance management, reward and learning and development (L&D) as well as providing students with the broader coverage of the business environment that they need to succeed including topics such as change management, organisational context and the legal background to employment. This fully updated 8th edition of Human Resource Practice now includes new discussion of job design, people analytics and employee mental and is fully aligned to the new CIPD foundation syllabus. Reflective practice questions, case studies and explore further boxes throughout encourage students to think critically about the content and understand how it applies in practice in the workplace. Most importantly, this book contains a dedicated chapter on personal effectiveness to ensure that students develop all the skills they need for a successful career in HR such as presentation and communication skills, empathy, resilience and guidance on how to handle difficult conversations. Online resources include an instructor's manual, lecture slides and annotated web links.

Armstrong's Handbook of Human Resource Management Practice

Provides a brief introduction to human resource management. This book focuses on the uses of human resources for the general population. A comprehensive instructor's manual, test bank, PowerPoint presentation and a complete Online Learning Center make course preparation easy.

Essentials of Human Resource Management

Armstrong's Handbook of Human Resource Management Practice is the bestselling and definitive resource for HRM students and professionals, which helps readers to understand and implement HR in relation to the needs of the business. It covers in-depth all of the areas essential to the HR function such as employment law, employee relations, learning and development, performance management and reward, as well as the HR skills needed to ensure professional success, including leadership, managing conflict, interviewing and using statistics. Illustrated throughout in full colour and with a range of pedagogical features to consolidate learning (e.g. source review boxes, key learning points, summaries and case studies from international organizations such as IBM, HSBC and Johnson and Johnson), this fully updated 15th edition includes new chapters on the HRM role of line managers, evidence-based HRM, e-HRM and the gender pay gap, further case studies and updated content covering the latest research and developments. Armstrong's Handbook of Human Resource Management Practice is aligned with the Chartered Institute of Personnel and Development (CIPD) profession map and standards and is suited to both professionals and students of both undergraduate degrees and the CIPD's level 5 and 7 professional qualifications. Online supporting resources include comprehensive handbooks for lecturers and students, lecture slides, all figures and tables, toolkits, and a literature review, glossary and

bibliography.

Human Resource Management

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