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HUMAN RESOURCE MANAGEMENT

McGraw-Hill/Irwin *The Sixth Edition of Human Resource Management focuses on the enhancement of personal competencies while providing a theoretical and experiential approach to the study of human resource management (HRM). The authors provide the conceptual background and content necessary to understand the relevant issues in HRM, along with individual and group exercises that require the application of chapter content to specific problems designed to develop critical personal competencies. Students "learn by doing" by participating in experiential exercises that require the application of HRM knowledge expected of practicing managers and HR generalists.*

HUMAN RESOURCE MANAGEMENT

AN EXPERIENTIAL APPROACH

Richard d Irwin *Provides theoretical and experiential approaches while focusing on the enhancement of the personal competencies of the students. After students are given the conceptual background and content, they participate in exercises requiring the application of chapter content to specific problems designed to develop personal competencies.*

HUMAN RESOURCE MANAGEMENT

AN EXPERIENTIAL APPROACH

McGraw-Hill Medical Publishing *Human Resource Management, Fifth Edition, focuses on the enhancement of personal competencies while providing a theoretical and experiential approach to the study of human resource management (HRM). John Bernardin provides the conceptual background and content necessary to understand the relevant issues in HRM, along with individual and group exercises that require the application of chapter content to specific problems designed to develop critical personal competencies. Students "learn by doing" by participating in experiential exercises that require the application of HRM knowledge expected of practicing managers and HR generalists.*

PERFORMANCE APPRAISAL

ASSESSING HUMAN BEHAVIOR AT WORK

Boston, Ma. : Kent Publishing Company *An overview of performance appraisal in organizations; The role of job analysis in appraisal system development; Legal considerations in performance appraisal; Performance appraisal methods and formats; Measuring the effectiveness of appraisal data; The effectiveness of appraisal methods using quantitative, qualitative, and utilization criteria; The process of performance appraisal; A model and demonstration of appraisal system development.*

HUMAN RESOURCES MANAGEMENT FOR PUBLIC AND NONPROFIT ORGANIZATIONS

John Wiley & Sons

HUMAN RESOURCE MANAGEMENT WITH PREMIUM CONTENT ACCESS CARD

McGraw-Hill/Irwin *The Sixth Edition of Human Resource Management focuses on the enhancement of personal competencies while providing a theoretical and experiential approach to the study of human resource management (HRM). The authors provide the conceptual background and content necessary to understand the relevant issues in HRM, along with individual and group exercises that require the application of chapter content to specific problems designed to develop critical personal competencies. Students "learn by doing" by participating in experiential exercises that require the application of HRM knowledge expected of practicing managers and HR generalists.*

HUMAN RESOURCES IN HEALTHCARE

MANAGING FOR SUCCESS

Instructor Resources: PowerPoint slides, chapter overviews, suggested class activities and assignments, and a transition guide to the new edition. Chapter 13 Excel Model for Students (click here for access) Human Resources in Healthcare: Managing for Success, Fourth Edition, presents the techniques and practices behind effective management of people--the healthcare profession's most important asset. It provides the concepts and practical tools necessary for meeting the unique challenges in today's healthcare environment. This edition has been thoroughly revised and includes the following new content: An expanded chapter on employment law and employee relations A new chapter on credentialing of healthcare providers A thorough update on staff recruitment, selection, and retention practices An expanded section on performance management, including workplace bullying A new chapter on workforce planning in a rapidly changing healthcare system A new chapter on nurse staffing in healthcare organizations New problem-based learning cases to engage students and expand learning comprehension Updated short cases, discussion questions, and exercises throughout

HUMAN RESOURCE MANAGEMENT IN CONSTRUCTION PROJECTS

STRATEGIC AND OPERATIONAL APPROACHES

Routledge *Although construction is one of the most labour-intensive industries, people management issues are given inadequate attention. Furthermore, the focus of attention with regards to HR has been on the strategic aspects of HRM function - yet most problems and operational issues arise on projects. To help redress these problems, this book takes a broad view of HRM, examining the strategic and operational aspects of managing people within the construction sector. The book is aimed at project managers and students of project management who, until now, have been handed the responsibility for human resource management without adequate knowledge or training. The issues addressed in this book are internationally relevant, and are of fundamental concern to both students and practitioners involved in the management of construction projects. The text draws on the authors' experience of working with a range of large construction companies in improving their HRM operational activities at both strategic and operational levels, and is well illustrated with case studies of projects and organizations.*

FOOD AND BEVERAGE MANAGEMENT

Routledge *This introductory textbook provides a thorough guide to the management of food and beverage outlets, from their day-to-day running through to the wider concerns of the hospitality industry. It explores the broad range of subject areas that encompass the food and beverage market and its five main sectors - fast food and popular catering, hotels and quality restaurants and functional, industrial, and welfare catering. New to this edition are case studies covering the latest industry developments, and coverage of contemporary environmental concerns, such as sourcing, sustainability and responsible farming. It is illustrated in full colour and contains end-of-chapter summaries and revision questions to test your knowledge as you progress. Written by authors with many years of industry practice and teaching experience, this book is the ideal guide to the subject for hospitality students and industry practitioners alike.*

JOB AND WORK ANALYSIS

METHODS, RESEARCH, AND APPLICATIONS FOR HUMAN RESOURCE MANAGEMENT

SAGE *Thoroughly updated and revised, this Second Edition is the only book currently on the market to present the most important and commonly used methods in human resource management in such detail. The authors clearly outline how organizations can create programs to improve hiring and training, make jobs safer, provide a satisfying work environment, and help employees to work smarter. Throughout, they provide practical tips on how to conduct a job analysis, often offering anecdotes from their own experiences.*

SMALL AND MEDIUM ENTERPRISES' TREND AND ITS IMPACT TOWARDS HRD

A CRITICAL EVALUATION

iUniverse *This book, Human Resource Management in Small and Medium Enterprises, is a comprehensive textbook specially designed to meet the needs of management students and authors. Adopting an application-orientation approach to the subject, it explains the various concepts by using illustrations, figures, and tables. The book provides in-depth coverage of topics such as research for HRD practices in small- and medium-size firms, labor force in SAARC Region, export performance in South Asia vs. the rest of the world, economic growth in India, modern competition models, and stages in the evolution and development of HRM. Salient features of the book include a simple and easy-to-understand framework, focus on clarity of concepts and applications, and interesting and meaningful contents. The book aims to provide a step-by-step approach to each topic, particularly those requiring human resource strategies and management treatment. To compete and emerge successful in global*

competitive environments demands an effective and efficient management system. Many organizations are, in fact, increasing their IT concepts, strategies, and issues involved in developing and managing information regarding management aspects.

INFORMATION SECURITY MANAGEMENT HANDBOOK, SIXTH EDITION

CRC Press Considered the gold-standard reference on information security, the *Information Security Management Handbook* provides an authoritative compilation of the fundamental knowledge, skills, techniques, and tools required of today's IT security professional. Now in its sixth edition, this 3200 page, 4 volume stand-alone reference is organized under the CISSP Common Body of Knowledge domains and has been updated yearly. Each annual update, the latest is Volume 6, reflects the changes to the CBK in response to new laws and evolving technology.

HUMAN RESOURCE MANAGEMENT: TEXT & CASES, 2ND EDITION

Vikas Publishing House In a constantly evolving service-led Indian economy, human resources have become the cornerstone of an organization's success. The management of human capability has become an art that has to be understood and mastered to run a successful enterprise. *Human Resource Management: Text and Cases, 2e*, explains the basic concepts of this discipline and presents cases that provide an insight into the challenges faced by HR professionals on a day-to-day basis. Going beyond the coverage of a traditional textbook, this book focuses on applied aspects of HRM, which capture the evolving challenges in the field. The authors have used their extensive real-world work experience in talent acquisition, and human resource development and retention to provide lucid explanation of all major concepts of human resource management. Replete with examples and cases, this title is a complete guide for all MBA students and HR practitioners. **KEY FEATURES** • Extensive coverage of HR best practices and innovations • Sample 'ready-to-use formats' of relevant documents • Thought-provoking chapter opening cases to set the context for learning in the text ahead • Application cases to showcase real-world implementation of concepts • PowerPoint slides and Question Bank for teachers

PAY FOR PERFORMANCE

EVALUATING PERFORMANCE APPRAISAL AND MERIT PAY

National Academies Press "Pay for performance" has become a buzzword for the 1990s, as U.S. organizations seek ways to boost employee productivity. The new emphasis on performance appraisal and merit pay calls for a thorough examination of their effectiveness. *Pay for Performance* is the best resource to date on the issues of whether these concepts work and how they can be applied most effectively in the workplace. This important book looks at performance appraisal and pay practices in the private sector and describes whether--and how--private industry experience is relevant to federal pay reform. It focuses on the needs of the federal government, exploring how the federal pay system evolved; available evidence on federal employee attitudes toward their work, their pay, and their reputation with the public; and the complicating and pervasive factor of politics.

ARMSTRONG'S ESSENTIAL HUMAN RESOURCE MANAGEMENT PRACTICE

A GUIDE TO PEOPLE MANAGEMENT

Kogan Page Publishers HR managers have to serve the interests of their organizations, comprising employees, customers and the community at large as well as shareholders, or, in the public or voluntary sectors, those who have the ultimate responsibility for what the organization does. It also means exercising social responsibility, being concerned for the interests (well-being) of employees and acting ethically with regard to the needs of people in the organization and the community. *Armstrong's Essential Human Resource Management Practice* provides a complete overview of the practices and processes fundamental to managing people. The text provides a thorough introduction to the core areas of HR including: people resourcing, performance management, learning and development and rewarding people. It also examines the contribution of HR to organizational aims and objectives and how it is integrated within the business. The book is accompanied by online resources for both lecturers and students and adopts an increased focus on employee engagement, a concept which is becoming increasingly prominent in people management, but which is often presented as a mantra without being properly understood; this is examined in detail with reference to recent research. Michael Armstrong's original *Handbook of Human Resource Management* is the classic text for all those studying HR or who are entering the profession for the first time. In this new title Michael Armstrong provides a condensed text which has been rewritten with the non-HR student or professional in mind, describing and evaluating key HRM concepts such as: HRM itself; strategic HRM; the resource-based view; the choice between best practice and best fit; human capital measurement; motivation theory; emotional intelligence; the flexible firm; the learning organization; and financial rewards.

STRATEGIC HUMAN RESOURCE TECHNOLOGIES

KEYS TO MANAGING PEOPLE

SAGE Publishing India In recent years, technology has transformed human resource management (HRM). While the task of managing people in organizations is becoming ever more complex, HR professionals can now get better results with the help of new tools and techniques. This pioneering and unusual book defines HR techniques as technologies in their own right, and consolidates a broad array of strategies to provide a holistic view of people management. Bringing together 40 strategic HR technologies and explaining where and how they can add value to an organization, the authors also discuss how to brand these technologies within the enterprise. They cover the four broad areas of HR management: - Human technologies for profit-making - Building individuals and teams - Attracting and retaining talent - Scenario-building for the future Using models, charts and clearly-defined terminology, this book lays out the theories and practical steps in the application of HR technologies.

CHRISTIAN SCRIPTURE AND HUMAN RESOURCE MANAGEMENT

BUILDING A PATH TO SERVANT LEADERSHIP THROUGH FAITH

Springer *Christian Scripture and Human Resource Management* provides a much-needed Christian faith-based perspective on human resources management written for both line and human resource managers using the framework of servant leadership, the mandated leadership approach used by Jesus.

WORK IN THE 21ST CENTURY

AN INTRODUCTION TO INDUSTRIAL AND ORGANISATION PSYCHOLOGY

RESEARCH IN PERSONNEL AND HUMAN RESOURCES MANAGEMENT

Emerald Group Publishing Presents the papers that promote theory and research on important substantive and methodological topics in the field of human resources management. This title collects papers on important issues in the field of human resources management, including insights on employment branding, family owned firms, virtual global teams and intrinsic motivation.

HUMAN RESOURCE MANAGEMENT

Pearson Educación *Human Resource Management* provides readers with a complete, comprehensive review of essential personnel management concepts and techniques in a highly readable and understandable form. Coverage emphasizes essential themes throughout the book, including the building of better, faster, more competitive organizations through HRM; practical applications that help all managers deal with their personnel-related responsibilities; and technology and HR. Specific topics include the strategic role of human resource management; equal opportunity and the law; job analysis; personnel planning and recruiting; employee testing and selection; interviewing candidates; training and developing employees; managing organizational renewal; appraising performance; managing careers and fair treatment; establishing pay plans; pay-for-performance and financial incentives; benefits and services; labor relations and collective bargaining; employee safety and health; managing human resources in an international business; human resources information systems and technology. For practicing Human Resource Managers as well as any business managers who deal with human resource/personnel issues.

HUMAN RESOURCE MANAGEMENT

McGraw-Hill College *Human Resource Management (HRM)* takes a managerial orientation; and is viewed as being relevant to managers in every unit, project, or team. Managers are constantly faced with HRM issues, problems, and decision making and the text's primary goal is to show how each manager must be a human resource problem solver and diagnostician. This book pays attention to the application of HRM approaches in "real organizational" settings and situations. Realism, understanding, and critical thinking were important in the revision. Users have continuously been satisfied with the consistent writing style and level of presentation.

ORGANIZATIONAL SUCCESS THROUGH EFFECTIVE HUMAN RESOURCES MANAGEMENT

Greenwood Publishing Group Current challenges, emerging issues, and HRM innovations that managers at all levels must understand and apply to help their organizations succeed in a rapidly changing work environment.

HANDBOOK OF MENTAL HEALTH IN THE WORKPLACE

SAGE A reference tool to assist researchers and academics in the fields of occupational psychology and human resource management. It includes papers from expert contributors that provide the latest research and up-to-date developments in this area.

PERFORMANCE MANAGEMENT: CONCEPTS, SKILLS AND EXERCISES

CONCEPTS, SKILLS AND EXERCISES

Routledge This comprehensive text provides an engaging examination of the entire process of performance management. It balances concepts with practical skill-based exercises, and gives readers both an understanding of performance management and the ability to manage performance. An online Instructor's Manual is available to adopters, and free PPTs are available through the author's website.

INFORMATION SECURITY MANAGEMENT HANDBOOK ON CD-ROM, 2006 EDITION

CRC Press The need for information security management has never been greater. With constantly changing technology, external intrusions, and internal thefts of data, information security officers face threats at every turn. The Information Security Management Handbook on CD-ROM, 2006 Edition is now available. Containing the complete contents of the Information Security Management Handbook, this is a resource that is portable, linked and searchable by keyword. In addition to an electronic version of the most comprehensive resource for information security management, this CD-ROM contains an extra volume's worth of information that is not found anywhere else, including chapters from other security and networking books that have never appeared in the print editions. Exportable text and hard copies are available at the click of a mouse. The Handbook's numerous authors present the ten domains of the Information Security Common Body of Knowledge (CBK) ®. The CD-ROM serves as an everyday reference for information security practitioners and an important tool for any one preparing for the Certified Information System Security Professional (CISSP) ® examination. New content to this Edition: Sensitive/Critical Data Access Controls Role-Based Access Control Smartcards A Guide to Evaluating Tokens Identity Management-Benefits and Challenges An Examination of Firewall Architectures The Five "W's" and Designing a Secure Identity Based Self-Defending Network Maintaining Network Security-Availability via Intelligent Agents PBX Firewalls: Closing the Back Door Voice over WLAN Spam Wars: How to Deal with Junk E-Mail Auditing the Telephony System: Defenses against Communications Security Breaches and Toll Fraud The "Controls" Matrix Information Security Governance

(WCS)FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT 9TH EDITION FOR BOSTON UNIVERSITY

Wiley

HUMAN CAPITAL

TOOLS AND STRATEGIES FOR THE PUBLIC SECTOR

CQ Press Take a sneak peak inside! Click on the link below to preview chapter one. Order your exam copy today by clicking on the "Request an Exam Copy" link above. Chapter 1 With the shift from "human resources" to "human capital management" (HCM), public agencies are striving to strategically manage their workforces. Sally Selden's groundbreaking book moves far beyond describing best practices and offers the context in which innovative practices have been implemented. She details how agencies are creating performance-aligned workforces by adopting systems and policies that are driven by their strategic missions. This book covers core topics of personnel courses—including hiring, training, retention, performance, and recognition—but also includes integrated coverage on measuring success through assessment. Further helping readers grasp how HCM works, the book uses original data from the Government Performance Project and incorporates many comparative examples across a wide range of states, plus federal and municipal agencies. Unlike anything else available, Human Capital fills a critical gap for both students and public personnel professionals.

HUMAN CAPITAL LEADERSHIP

AN EXPERIENTIAL APPROACH

Human Capital Leadership provides an overview of the functional areas of human resource management (HRM). Topics include international human resource management, HRM compliance, job analysis and design, HRM metrics and data analysis, planning and recruitment, selection, performance appraisals, compensation, benefits and incentives, unions, health and safety, and servant leadership and ethics.

INFORMATION SECURITY MANAGEMENT HANDBOOK, FIFTH EDITION

CRC Press Since 1993, the Information Security Management Handbook has served not only as an everyday reference for information security practitioners but also as an important document for conducting the intense review necessary to prepare for the Certified Information System Security Professional (CISSP) examination. Now completely revised and updated and in its fifth edition, the handbook maps the ten domains of the Information Security Common Body of Knowledge and provides a complete understanding of all the items in it. This is a ...must have... book, both for preparing for the CISSP exam and as a comprehensive, up-to-date reference.

IMPERIAL ECOLOGY

ENVIRONMENTAL ORDER IN THE BRITISH EMPIRE, 1895-1945

Harvard University Press Aelian's Historical Miscellany is a pleasurable example of light reading for Romans of the early third century. Offering engaging anecdotes about historical figures, retellings of legendary events, and descriptive pieces - in sum: amusement, information, and variety - Aelian's collection of nuggets and narratives could be enjoyed by a wide reading public. A rather similar book had been published in Latin in the previous century by Aulus Gellius; Aelian is a late, perhaps the last, representative of what had been a very popular genre. Here then are anecdotes about the famous Greek philosophers, poets, historians, and playwrights; myths instructively retold; moralizing tales about heroes and rulers, athletes and wise men; reports about styles in dress, foods and drink, lovers, gift-giving practices, entertainments, religious beliefs and death customs; and comments on Greek painting. Some of the information is not preserved in any other source. Underlying it all are Aelian's Stoic ideals as well as this Roman's great admiration for the culture of the Greeks (whose language he borrowed for his writings).

INTRODUCTION TO INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

For courses in Industrial/Organizational Psychology and Psychology of Work Behavior. This inviting, comprehensive, student-oriented introduction to industrial/organizational psychology emphasizes the connections between theory and practice across the full spectrum of personnel issues, worker issues, work group and organizational issues, and work environment issues. Its focus on career information, employee-centered issues, and cutting-edge research ensures that students get and stay motivated--right from the beginning.

THE CHANGING FACE OF PEOPLE MANAGEMENT IN INDIA

Routledge India has been identified as one of the biggest emerging markets in the world. Indian organizations have increasingly begun to understand the importance of human resources and have started to take into account the motivation, commitment and morale of its workforce. Despite great advances in human resource practices in India, the relevant literature on this subject remains scarce. This book seeks to fill the critical gap in the literature by providing a thorough understanding of the changing face of Indian HRM systems. Seeking to provide a comprehensive overview of Indian HRM practices, the book is structured into five parts: Developments in Indian HRM Determinants of Indian HRM Sector specific HRM Emerging themes Future challenges and the way forward The Changing Face of People Management in India is written exclusively by Indian natives in order to minimise the Western bias and to provide a realistic picture of HRM practices in India. This book is a key resource for anyone studying or working in HRM or international business or with an interest in the unique Indian HRM context.

MANAGING HUMAN RESOURCE DEVELOPMENT PROGRAMS

CURRENT ISSUES AND EVOLVING TRENDS

Springer Managing Human Resource Development Programs makes the critical connection between HR development and the larger system of HR management. This book offers a framework for developing HR programs that are customizable to the needs of the organization.

CHINA'S ECONOMIC POWERHOUSE

ECONOMIC REFORM IN GUANGDONG PROVINCE

Springer The Guangdong province is the forerunner of China's economic reform, it has developed rapidly in the last twenty years since opening up its economy to the outside world. This book covers the evolution of economic reform in Guangdong, its links to Hong Kong and other parts of China, and developmental strategies in different parts of Guangdong. The book analyses the many factors that have contributed to economic reform and covers topics such as development of land, human resources, the agricultural sector and industrialisation, and reforms of state-owned enterprises and township and village enterprises. Consisting of eleven essays written by government officials and executives from the Guangdong province of China, this book offers a unique insight into the economic development in Guangdong.

MANAGEMENT RESEARCH IN A CHANGING CLIMATE

Archers & Elevators Publishing House

HANDBOOK OF RESEARCH IN INTERNATIONAL HUMAN RESOURCE MANAGEMENT

Edward Elgar Publishing Acclaim for the first edition: 'Handbook of Research in International Human Resource Management represents a welcome contribution to IHRM literature and will be required readings for both novices and veteran researchers.' - Dana B. Minbaeva, British Journal of Industrial Relations'. . . a rich array of contributors including some of the biggest names in the field.' - Roger Bell, Delta Intercultural Academy The second edition of this Handbook provides up-to-date insight into ground-breaking research on international human resource issues today. These issues are faced by multinational companies which can be as small as one person with a computer and Internet connection or as large as a medium-sized country. Written by the field's most distinguished researchers, the book will stimulate thought for new research and provide a glimpse of where we have been and where we are going. The book explores issues such as the importance of linking IHRM activities to organizational strategy and culture; talent management; staffing; performance management; leadership development; diversity management; international assignment and mobility issues; and the role of IHRM in the management of global teams and cross-border joint ventures, mergers and acquisitions. The Handbook illustrates that IHRM research is both theoretically deep and eclectic. Drawing upon a range of paradigms and perspectives this compendium will prove invaluable for HRM scholars, doctoral students, and others interested in IHRM research.

THE ESSENTIAL PERFORMANCE REVIEW HANDBOOK

A QUICK AND HANDY RESOURCE FOR ANY MANAGER OR HR PROFESSIONAL

Red Wheel/Weiser *The Essential Performance Review Handbook will help you understand why performance reviews serve as an important business tool; motivate personnel and increase productivity; help achieve your company goals; improve manager-employee communication; and reduce your risk of legal liability.*

HUMAN RESOURCE MANAGEMENT IN HEALTH CARE: PRINCIPLES AND PRACTICE

Jones & Bartlett Learning *This innovative text will be useful for students and as a reference for practitioners. Each chapter will begin with a case study that focuses on the topical material of the chapter. The case study will be resolved at the conclusion of the chapter. In addition to references used in the chapter, each chapter will have a resources section for books, periodicals, websites and organizations.*

FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT WITH CD & POWERWEB

Irwin/McGraw-Hill *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.*

SUPERVISION IN THE HOSPITALITY INDUSTRY

LEADING HUMAN RESOURCES

John Wiley and Sons *Order of authors reversed on previous eds.*
