

Human Resource Management 12 Edition Dessler

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Kenneth Jost Manitoba. Department of Natural Resources John Stredwick NOE
John M. Ivancevich N. Marongwe Wendell L. French
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human resource management hrm is the function within an organization that focuses on recruitment of management of and providing direction for the people who work in the organization hrm can also be performed by line managers hrm is the organizational function that deals with issues related to people such as compensation hiring performance management organization development safety wellness benefits employee motivation communication administration and training hrm is also a strategic and comprehensive approach to managing people and the workplace culture and environment effective hrm enables employees to contribute effectively and productively to the overall company direction and the

accomplishment of the organization's goals and objectives human resource management 9 1 1 meaning of human resources 9 1 2 human resource functions 9 1 3 organization culture 9 1 4 human resource activities in management 10 1 5 hr specialists 11 1 6 strategic aspects of hrm 12 1 7 the hr manager 12 1 8 industrial relations 13 1 9 the role of hr department 13 1 10 effects of a good hr policy 15 1 11 responsibilities of hr department 15 2 manpower planning recruitment and selection 18 2 1 expansion of organization 18 2 2 hr or manpower planning 18 2 3 self regulatory manpower control 21 problems caused by expansion of organization 22 2 5 scientific management 22 2 6 organization and method studies o m studies 23 2 7 recruitment 24 2 8 policy of recruitment 24 2 9 recruitment process 26 2 10 selection 30 3 induction training and employee development 34 3 1 induction 34 3 2 training and development 36 3 3 need and benefits of training 36 3 4 types of training programmes 37 3 5 training and development methods 38 3 6 characteristics of a good training programme 38 3 7 designing the training programme 39 3 8 evaluation of training 40 4 health safety security and welfare 43 4 1 hr department's responsibilities 43 fire prevention and fire fighting 46 4 3 medical facilities 48 4 4 safety and security officers 49 4 5 prevention of theft and pilfering 49 4 6 employee welfare 49 5 motivation employee counseling resignations and retirement 52 5 1 motivation 52 5 2 style of management 52 5 3 changes in management attitudes 53 5 4 contributors and theorists 53 5 5 motivation strategies 57 5 6 managerial styles in hr management 59 5 7 disciplinary action 59 5 8 employee counseling 60 5 9 equal opportunity policy 61 5 10 resignations 62 5 11 retirement 63 executive education 6 performance appraisal 64 6 1 purpose of performance appraisal 64 6 2 importance of performance appraisal 65 6 3 steps in appraisal 65 6 4 methods techniques and tools 66 7 remuneration 75 7 1 remuneration policy 75 7 2 systems of remuneration 76 7 3 standard employee benefits 77 8 personnel records and statistics 79 8 1 need for personnel records 79 8 2 information in personnel records 79 8 3 formats of personnel records 80 8 4 reports 83 8 5 learning organizations 84 9 industrial relations 85 9 1 trade unions 85 9 2 collective bargaining 85 9 3 industrial action 85 9 4 joint consultation 86 9 5 staff associations 86 9 6 the role of hr manager 86 10 references 87

human resource management 12th edition by torrington hall taylor and atkinson provides a comprehensive coverage of human resource management backed up by latest academic research practical examples and an approach that encourages you to question new ideas in the field well known for its scope of topics reader friendly content and succinctness the new edition of this text has been thoroughly updated with the economic social and legal employment practice changes and is specifically designed to cover the issues and debates facing hrm today it incorporates recent case studies skills support and real world references to apply your understanding of the chapter to a practical business scenario

i did not write this book for students who aspire to be specialists in human resource management hrm rather i wrote it for students of general management whose jobs inevitably will involve responsibility for managing people along with capital material and information assets a fundamental assumption then is that all managers are accountable to their organizations in terms of the impact of their hrm activities and they are expected to add value by managing their people effectively they also are accountable to their peers and to their subordinates in terms of the quality of work life that they are providing

the eagerly awaited third edition of the hugely successful international human

resource management succeeds in maintaining the academic rigour and critical focus that have established its reputation as the most authoritative and cutting edge text in the field positioning itself firmly within the globalized environment it provides wide ranging and truly international coverage driven by the expertise of a writing team comprised of internationally renowned experts new to the third edition completely revised and restructured to better match international hr courses new chapters include social responsibility sustainability and diversity comparative hr and approaches to i-hr country focus boxed feature comparing and contrasting issues in different countries further international examples and case studies each chapter ends with stimulating discussion questions and self assessment questions to encourage students to test their knowledge a companion website with instructors manual and free full text journal articles and additional case material for students the third edition of international human resource management is a comprehensive guide for today's i-hr researchers students and practitioners it covers not only traditional i-hr topics such as expatriate selection and the implications of cultural differences but also advances our understanding of topics that have gained importance recently such as strategic i-hr and international total rewards programs as a text it has the advantage of including chapters covering each of the major topics in i-hr carefully chosen and orchestrated by an excellent editing team and written by leading specialists in each topic the inclusion of discussion questions for students and instructor materials makes it a student friendly instructional resource mark f peterson professor of management and international business at florida atlantic university

this text is an unbound three hole punched version the 12th edition of fundamentals of human resource management binder ready version 12th edition helps students understand and remember concepts through a straightforward and conversational writing style and a wealth of examples to clarify ideas and build interest the authors provide a strong foundation of essential elements of human resource management as well as a clear understanding of how human resource management links with business strategy through practical applications the authors illustrate the importance of employees on every level of the organization helping students understand hr elements such as recruitment training motivation retention safety the legal environment and how they support successful business strategies

for more than 25 years the federal regulatory directory has been the go to guide for anyone looking for the most authoritative thorough and efficient source of key information on agencies and regulations that shape lives policies businesses and government in the united states the twelfth edition continues this strong tradition by offering the most current agency and regulation information including up to date coverage of key recent changes in staff and agency structures book jacket

an introduction to human resource management provides a balanced introduction to the complex world of human resource management this straightforward and accessible text takes the reader through both practical and theoretical aspects of the subject and is ideal for those studying hr for the first time this textbook combines the main theoretical underpinning for the subject area with a large number of practical examples and cases to assist the learning process it is divided into 12 chapters to provide one topic a week on a modular course but may be extended into two semesters a lecturer's supplement

accompanies the text this new edition covers many areas of legislation especially in the field of equal opportunities employee rights in flexible working and in employee relations generally many new cases and examples of research have been added including rich sources from the international field the majority of the case studies are real life cases from published sources or from the author s experience it has been extensively revised to place a greater emphasis on the role of human resources in improving organisational and employee performance there is a focus on practical research and the book is clear concise and comprehensive an introduction to human resource management is intended for first degree students studying the subject as part of a modular degree course or for students on a foundation degree in business studies it can also be valuable on post experience courses such as certificate or diploma courses in management studies or as part of the mci series of qualifications

ideal for management majors who plan to become hrm professionals this highly accessible text presents a conceptual model of the field placing hrm in the overall context of business management students gain a broad practical understanding of how hrm policies affect the workplace from productivity quality and customer service to employee morale french addresses timely issues changing the current role of hrm including international topics technology and the internet social responsibility and performance appraisal several pedagogical features reinforce the author s conceptual approach to human resources management chapter endingexperiential exercisespromote group discussion and role playing through real world challenges such as discrimination laws safe healthy work environments and negotiation skills comprehensive cases taken from respected publications such asthe new york timesandthe wall street journal explore contemporary issues in hrm like the new face of organized labor and the implications of an aging workforce new ethical perspectivesboxes expand on the ethical standards maintained by human resource managers today topics covered in this new feature include employee healthcare executive incentives and outsourcing a conceptual model presents human resource management in the context of the overall management process students see the connections between hrm policies and organizational outcomes such as customer service productivity quality and employee morale cartoons with content based captions help students to interpret the concepts and real world issues facing hrm managers international perspectiveboxes present current timely issues the pros and cons of outsourcing u s educated immigrants returning home to work and employee involvement in foreign countries contemporary perspectivesexplore hrm topics from managing change and hiring accountability to connecting pay to performance

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