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KEY=FIFTH - KEIRA KEAGAN

Essentials of Human Resource Management

Routledge 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.

Fundamentals of Human Resource Management

Prentice Hall ALERT: Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products. Packages Access codes for Pearson's MyLab & Mastering products may not be included when purchasing or renting from companies other than Pearson; check with the seller before completing your purchase. Used or rental books If you rent or purchase a used book with an access code, the access code may have been redeemed previously and you may have to purchase a new access code. Access codes Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code. Check with the seller prior to purchase. -- Directed primarily toward undergraduate courses in human resource management, this text also provides practical content to current and aspiring industry professionals. Fundamentals of Human Resource Management covers a wide range of HR topics and shows readers the importance of human resource management within the restraints of a compact semester. Offering a wealth of functional examples and applications, this text emphasizes the notion that all managers need basic human resource management skills. This edition is the first text on the market to build its core around the talent management process--which the author defines as the goal-oriented and integrated process of planning, recruiting, developing, managing, and compensating employees. Note: This is the standalone book, if you want the book/access card order the ISBN below: 013335508X / 9780133355086 Fundamentals of Human Resource Management Plus MyManagementLab with Pearson eText -- Access Card Package Package consists of: 0132994909 / 9780132994903 Fundamentals of Human Resource Management 0133020215 / 9780133020212 MyManagementLab with Pearson eText -- Access Card -- for Fundamentals of Human Resource Management

Managing Human Resources

Human Resource Management in Transition

John Wiley & Sons 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 Management at Work

People Management and Development

CIPD Publishing 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

Management of Human Resources

The Essentials, Fifth Canadian Edition, Loose Leaf Version

Essentials of Human Resource Management

Routledge 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.

Human Resource Management in Public Service

Paradoxes, Processes, and Problems

SAGE Publications Human Resource Management in Public Service: Paradoxes, Processes, and Problems offers managers and aspiring managers a thorough, provocative, and award-winning coverage of the complex issues of management in the public sector, from both employee and managerial viewpoints. Combining more than 100 years of professional and academic experience, authors Evan M. Berman, James S. Bowman, Jonathan P. West, and Montgomery Van Wart have created user-friendly and accessible material by highlighting dilemmas, challenging readers to resolve them, and enticing them to go beyond the text to discover and confront other dilemmas. Grounded in real public service experiences, the book emphasizes hands-on skill building and problem solving. Continuing the award-winning tradition of previous editions, this Fifth Edition covers all of the stages of the employment process, including recruitment, selection, training, legal rights and responsibilities, compensation, and appraisal.

International Human Resource Management

Policy and Practice for the Global Enterprise

*Psychology Press This is an ideal foundation text for anyone studying or working in the International Human Resource Management (IHRM) arena. This text utilizes and incorporates most of what is currently known, researched or experienced in the field. It features data and examples from academic research, international businesses and consulting firms, as well as experiences of and interviews with HRM managers in multinational and global firms. This book offers both a theoretical and practical treatment of this important and constantly evolving area. Thoroughly updated and revised, this second edition now includes key terms, learning objectives, discussion questions and an end-of-book integrative case. It has been designed to lead readers through all of the key topics in a highly engaging and approachable way. This book focuses on IHRM within multi-national enterprises (MNEs) and covers topics including: * MNE and country culture * organizational structure, strategy and design * international joint ventures and cross-border mergers and acquisitions * labour standards, ethics and codes of conduct * selection and management of international assignees * training and management development * compensation and benefits * health and safety and crisis management * IHRM departments and professionals Uncovering precisely why IHRM is important for success in international business and how IHRM policies and practices function within the multinational enterprise, this outstanding textbook provides an essential foundation for an understanding of the theory and practice of IHRM. This book is essential reading for all students, lecturers and IHRM professionals.*

Human Resource Management in Ireland

Contemporary Human Resource Management

Text and Cases

Pearson Education 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.

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.

Employment Law for Human Resource Practice

Cengage Learning 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.

Armstrong's Handbook of Human Resource Management Practice

Kogan Page Publishers 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.

Employee Benefits

A Primer for Human Resource Professionals

Joseph Martocchio's Employee Benefits: A Primer for Human Resource Professionals was written to promote a fuller understanding of employee benefits programs among students enrolled in college-level compensation and benefits course. It's relevant to students who plan to be general managers, who deal with a variety of human resource issues in their day-to-day jobs, as well as to those who expect to be human resource practitioners. The real-world focus of Martocchio's text is evident on every page, as he seeks to balance current academic thought with brief examples of contemporary benefits practices in business. Martocchio's Employee Benefits is forward-thinking and seeks to bring the topic into the mainstream of compensation understanding. The Third Edition continues to be concisely written, highlighting key issues in order to provide the reader with a solid foundation for discussing benefits issues with employee benefits professionals. As practices and laws affecting benefits change frequently, Martocchio stays on the cusp of recent developments, capturing all recent changes with his Third Edition.

Human Resource Information Systems

Basics, Applications, and Future Directions

SAGE Publications 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 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.

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

Global Careers

Routledge With interest in the global environment and the management of 'talent' increasing, understanding the issue of global careers is crucial for students and managers alike. This exciting book captures broad research extending to a large set of diverse motivations, experiences, and outcomes of international work in global 'for profit' and 'not for profit' organizations and delivers nuanced insights into the management of international employees for firms and governmental/non-governmental organizations. This text covers global career issues in-depth, working at the intersection of career and international human resource management and using a number of perspectives, such as organizational or individual ones. Chapters include: theories, frameworks and concepts supporting research/data where relevant managerial implications, summaries, learning points, figures and tables. Illustrated with up to the minute case studies from companies such as Pepsi, Imperial Tobacco, Cadbury Schweppes, PricewaterhouseCoopers, Philips, HSBC, Misys, Philip Morris International and Masterfoods, Global Careers is essential reading for all those studying or concerned with career management, human resource management and international business.

Fundamentals of Human Resource Management

Functions, Applications, and Skill Development

SAGE Publications Fundamentals of Human Resource Management: Functions, Applications, Skill Development helps students of all majors build the skills they need to recruit, select, train, and develop employees. Bestselling authors Robert N. Lussier and John R. Hendon explore the important strategic function HR plays in today's organizations. A wide variety of applications, self-assessments, and experiential exercises keep students engaged and help them see the relevancy of HR as they learn skills they can use in their personal and professional lives. The Second Edition includes 13 new case studies and new coverage of the agile workplace, generational differences, gamification, social media, and diversity and inclusion. This title is accompanied by a complete teaching and learning package. Contact your SAGE representative to request a demo. Digital Option / Courseware SAGE Vantage is an intuitive digital platform that delivers this text's content and course materials in a learning experience that offers auto-graded assignments and interactive multimedia tools, all carefully designed to ignite student engagement and drive critical thinking. Built with you and your students in mind, it offers simple course set-up and enables students to better prepare for class. Assignable Video with Assessment Assignable video (available with SAGE Vantage) is tied to learning objectives and curated exclusively for this text to bring concepts to life. LMS Cartridge (formerly known as SAGE Coursepacks): Import this title's instructor resources into your school's learning management system (LMS) and save time. Don't use an LMS? You can still access all of the same online resources for this title via the password-protected Instructor Resource Site. Learn more.

Human Resource Management

Atlantic Publishers & Dist The Present Book Provides A Comprehensive View On Human Resource Management. It Would Be An Ideal Textbook For Mba/M.Com./Pgdm And Other Postgraduate Courses. Beginning With Introductory Perspectives Of Hrm And Its Evolutive Aspects, The Book Elucidates In An Easily Comprehensible Manner The Concepts Of Human Resource Planning; Job Analysis And Collection Of Job Data; Job Design; Recruitment; Selection And Barriers To Effective Selection; Psychological Testing And Interviews;

Placement And Induction Procedure; Training And Management Development; Techniques And Problems Associated With Performance Appraisal; Career Planning; Promotions, Transfer And Demotions; Employee Compensation; Incentives, Benefits And Services; Industrial Relations And Disputes; Employee Grievances; Employee Welfare, Safety And Health; Collective Bargaining; And Global Human Resource Management. The Book Is The First Of Its Kind As It Provides: " Learning Objectives In The Beginning Of Every Chapter." Numerous Exhibits And Examples That Would Help Sustain The Interest Of Readers." Key Terms And Questions Following Each Chapter." A Small Hr Dictionary In The End Of The Book.Surely, The Book Will Provide A Rewarding And Refreshing Experience To Its Readers.

Strategic Human Resource Management

An International Perspective

SAGE An accessible introduction written by a stellar contributor line up of world-renowned lecturers and practitioners in the field (including Linda Holbeche, Stephen Taylor and Jim Stewart).

Fundamentals of Human Resource Management

John Wiley & Sons Incorporated Written in a clear, lively, concise, and conversational style, this book addresses the most critical issues in human resource management (HRM). The authors achieves a delicate balance between basic HRM functions and the new world of HRM. Their new ninth edition focuses on a broad-based market, helping you build a strong foundation in the essential elements of HRM. Relevant HR topics that are making news today are also covered, such as work benefits, drug testing, minimum wages, stock options and more. Instructors -- Use this book with WileyPLUS, an integrated suite of teaching and learning resources, to help your students reach their full potential. You and your students will get an online version of this textbook, homework management tools, interactive presentation resources, and more. Visit www.wiley.com/college/wileyplus or contact your Wiley representative for more information.

Human Resource Management

Wiley Over the past decade, management practice has gone through dramatic changes. Workforce diversity, downsizing, reengineering, total quality management, outsourcing, and rediscovering the importance of satisfying the customer, all has a significant impact on Human Resources. The new Sixth Edition of De Cenzo/Robbins' Human Resource Management features a current, real-world perspective that gives readers a crystal-clear picture of what today's HRM is really like. Emphasizing the application of theory, the Sixth Edition carefully integrates real examples with the most up-to-date information available.

Strategic Human Resource Management

South-Western Pub Make Human Resources work for you. STRATEGIC HUMAN RESOURCE MANAGEMENT shows you how through its unique system of concept integration. Most Human Resources textbooks give you the theories without showing you the connections to real life. This textbook lets you see both sides of Human Resources: the theory and the application. That way, you'll not only get a great grade in class, you'll be on your way to success after college as well.

Appraisal

Improving Performance and Developing the Individual

Routledge In this revised and updated text, Fletcher and Williams take an evidence-based approach to analysing the key elements of the appraisal process and its place in performance management. Drawing on the academic literature and examples of best-practice, the authors explain how performance appraisal can motivate and develop staff, foster commitment and positivity, and ultimately improve an organisation's performance. Key topics covered include: Designing an appraisal system Identifying and developing talent Multi-level and multi-source feedback Appraising professionals Cultural challenges Evaluating and maintaining appraisal systems Appraisal: Improving Performance and Developing the Individual, 5th Edition, is a standard in the field and essential reading for all students of HRM and occupational psychology, and for any HRM professional looking to develop more effective performance appraisal systems.

Human Resources in Healthcare

Managing for Success

Human Resources in Healthcare: Managing for Success, Second Edition presents the techniques and practices behind effectively managing people?the healthcare industry?s most important asset. It provides the concepts and practical tools necessary for meeting the unique challenge of managing healthcare employees. A comprehensive resource, the book covers fundamental topics such as performance management and employee rights as well as more timely issues such as nurse workload management and managing diversity.This edition includes new information about:? Healthcare workforce planning, nurse staffing, and workload? Managing a diverse workforce and developing diversity programs? Human resources budgeting and productivity analysis? The unionization of

physicians and nurses? Strategies for retaining valuable staff Cases that illustrate key concepts are included, along with exercises that allow readers to apply and practice the information given.

International Human Resource Management Policies and Practices for Multinational Enterprises

Routledge Thoroughly updated and expanded, the fifth edition of *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://routledge.com/textbooks/_author/globalhrm/

Synergies Created by a Strategic Fit between Business and Human Resource Strategies

An Assessment of Transnational Tea Firms in Kenya

Cambridge Scholars Publishing This text is an important addition to the ongoing discourse on strategic management, particularly, strategic human resource management. It is a result of research carried out in the agricultural sector, in general, and on multinational tea firms, in particular. The author's hands-on and conceptual insights gained through nineteen years of experience across African countries make the text a useful tool for company boards of directors and strategic level managers charged with the formulation and implementation of business and human resource strategies. In addition, it provides justification to HR managers of the need to shift focus from primarily being concerned with routine transactional HR activities to dealing with transformational ones, which are contingent on the circumstances of the organization. Scholars, management consultants and management students will also find the contents of this book to be of great interest and benefit. It is now sufficiently recognised that management has to be concerned with deliverables, rather than abstractions. Therefore, many firms formulate and implement one form of business strategy or the other. However, strategies cannot be conceived, let alone realised, without human resource input. The question that HR continues to grapple with, therefore, is how it can demonstrate the contribution of each employee to the bottom line and business sustainability. How this question is to be answered has not always been explained and is even more crucial for the agricultural firms which are characterized by great instability in terms of weather patterns, commodity prices, currency exchange rates and wage levels. HR planning, in these circumstances, cannot be a simple exercise, but getting it right is more important than for organizations in more predictable environments. This book moves away from the romanticization of the role of HRM in such organizations, and instead provides empirical evidence of the types of business and human resource strategies employed, strategic integration between these strategies and the strategic human resource management processes and practices used. Finally, it considers the concomitant synergies achieved by strategic fit between business and human resource strategies and their role in achieving sustainable competitive advantage.

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.

The Routledge Handbook of Events

Routledge The *Routledge Handbook of Events* explores and critically evaluates the debates and controversies associated with this rapidly expanding discipline. It brings together leading specialists from range of disciplinary backgrounds and geographical regions, to provide state-of-the-art theoretical reflection and empirical research on the evolution of the subject. It is the first major study to examine what events is as a discipline in the twenty-first century, its significance in contemporary society and growth as a mainstream subject area. The book is divided in to five inter-related sections. Section one evaluates the evolution of events as a discipline and defines what events studies is. Section two critically reviews the relationship between events and other disciplines such as tourism and sport. Section three focuses on the management of events, section four evaluates the impacts of events from varying

political, social and environmental perspectives and section five examines the future direction of growth in event-related education and research. It offers the reader a comprehensive synthesis of this field, conveying the latest thinking and research. The text will provide an invaluable resource for all those with an interest in Events Studies, encouraging dialogue across disciplinary boundaries and areas of study.

Introduction to Employment Law

Fundamentals for HR and Business Students

Kogan Page Publishers Written specifically for HR and Business students, *Introduction to Employment Law* is a clear and accessible guide to employment law and how it applies in practice. Covering everything from employment tribunals and discrimination to redundancy and termination of employment, this textbook doesn't assume any prior knowledge of the UK legal system and equips students with all the knowledge and skills that they need to take forward into the workplace. Fully revised with all the latest cases and legal developments, this new edition includes coverage of hot topics such as defining employment status in the gig economy, gender pay reporting, the General Data Protection Regulation (GDPR) and the legal implications to be considered with Britain's withdrawal from the European Union. Packed with pedagogical features to consolidate learning including chapter objectives, tasks, 'explore further' sections, key learning points and examples to work through, as well as a dedicated study skills chapter, *Introduction to Employment Law* is essential reading for all students studying the CIPD Level 5 Intermediate module in employment law as well as being a useful resource for those studying at level 3 and an accessible introduction for level 7 and those on undergraduate and postgraduate courses needing a thorough grounding in employment law. Online resources include lecture slides, case studies, multiple choice questions, annotated weblinks and an instructor's manual.

International Human Resource Management

Managing People in a Multinational Context

South-Western Pub This book is a new edition of the market leading text. Changes include increasing coverage of small and medium enterprises, new material on managing diversity and cross-cultural workforces, new material on off-shoring, particularly to India or China, and a new chapter on sustaining global growth and linking the international HR function more firmly to a company's strategic growth plans. -Back cover.

Public Administration in Germany

Springer Nature This open access book presents a topical, comprehensive and differentiated analysis of Germany's public administration and reforms. It provides an overview on key elements of German public administration at the federal, Länder and local levels of government as well as on current reform activities of the public sector. It examines the key institutional features of German public administration; the changing relationships between public administration, society and the private sector; the administrative reforms at different levels of the federal system and numerous sectors; and new challenges and modernization approaches like digitalization, Open Government and Better Regulation. Each chapter offers a combination of descriptive information and problem-oriented analysis, presenting key topical issues in Germany which are relevant to an international readership.

Essential Cell Biology

Garland Science *Essential Cell Biology* provides a readily accessible introduction to the central concepts of cell biology, and its lively, clear writing and exceptional illustrations make it the ideal textbook for a first course in both cell and molecular biology. The text and figures are easy-to-follow, accurate, clear, and engaging for the introductory student. Molecular detail has been kept to a minimum in order to provide the reader with a cohesive conceptual framework for the basic science that underlies our current understanding of all of biology, including the biomedical sciences. The Fourth Edition has been thoroughly revised, and covers the latest developments in this fast-moving field, yet retains the academic level and length of the previous edition. The book is accompanied by a rich package of online student and instructor resources, including over 130 narrated movies, an expanded and updated Question Bank. *Essential Cell Biology, Fourth Edition* is additionally supported by the *Garland Science Learning System*. This homework platform is designed to evaluate and improve student performance and allows instructors to select assignments on specific topics and review the performance of the entire class, as well as individual students, via the instructor dashboard. Students receive immediate feedback on their mastery of the topics, and will be better prepared for lectures and classroom discussions. The user-friendly system provides a convenient way to engage students while assessing progress. Performance data can be used to tailor classroom discussion, activities, and lectures to address students' needs precisely and efficiently. For more information and sample material, visit <http://garlandscience.rocketmix.com/>.

Human Resource Management in Public Service

Paradoxes, Processes, and Problems

CQ Press Recognizing the inherent tensions and contradictions that result from managing people in organizations, Human Resource Management in Public Service: Paradoxes, Processes, and Problems offers provocative and thorough coverage of the complex issues of management in the public sector. Continuing the award-winning tradition of previous editions, this Sixth Edition helps you to understand complex managerial puzzles and explores the stages of the employment process, including recruitment, selection, training, legal rights and responsibilities, compensation, and appraisal. Grounded in real public service experiences, the book emphasizes hands-on skill building and problem solving. New to the Sixth Edition: Ethics case studies have been added to all the chapters, enabling you to learn about a variety of ethical situations that come up in management. Updated and consolidated recruiting strategies offer you a window into the most current methods used in the recruitment process and provide insight into the job seeker's perspective. New examples from a broad range of local, state, federal, and international settings enable you to apply key concepts to common management issues.

Financial Management Essentials You Always Wanted to Know: 5th Edition

Vibrant Publishers Financial Management Concepts Simplified Core Financial Concepts Explained for Business Professionals and Non-Finance Graduates Chapter Summaries and Solutions to Practice Exercises New Chapter on International Finance Important Standard Principles covered Solved Exercises and Practice Questions Financial Management Essentials is an essential guide to making good financial management decisions! Financial Management Essentials You Always Wanted To Know: 5th Edition provides new managers and leaders with the foundational concepts of financial management. This new and updated edition comes with an exciting new chapter on international finance, including case studies and practical examples. It offers an in-depth study on the type of financial resources companies acquire and how they utilize these assets in their business processes and activities. Each chapter provides real-world examples of financial management practices and includes practice exercises to help train the reader in the usage of these critical tools. With this book, you will be able to: Understand Financial Statement Analysis Learn about Cost of Capital Learn how to Create a Capital Budget Understand how to Manage Working Capital Study Stocks and Dividends Explore Financial Forecasting Pick up your copy of Financial Management Essentials and become a financial manager today! About the Series Financial Management Essentials You Always Wanted To Know: 5th Edition is part of the Self-Learning Management series. This series is designed to help students, new managers, career switchers, and entrepreneurs learn essential management lessons and covers every aspect of business, from HR to Finance to Marketing to Operations across any and every industry. Each book includes basic fundamentals, important concepts, and standard and well-known principles, as well as practical ways of application of the subject matter.

System Engineering Management

John Wiley & Sons A practical, step-by-step guide to total systems management Systems Engineering Management, Fifth Edition is a practical guide to the tools and methodologies used in the field. Using a "total systems management" approach, this book covers everything from initial establishment to system retirement, including design and development, testing, production, operations, maintenance, and support. This new edition has been fully updated to reflect the latest tools and best practices, and includes rich discussion on computer-based modeling and hardware and software systems integration. New case studies illustrate real-world application on both large- and small-scale systems in a variety of industries, and the companion website provides access to bonus case studies and helpful review checklists. The provided instructor's manual eases classroom integration, and updated end-of-chapter questions help reinforce the material. The challenges faced by system engineers are candidly addressed, with full guidance toward the tools they use daily to reduce costs and increase efficiency. System Engineering Management integrates industrial engineering, project management, and leadership skills into a unique emerging field. This book unifies these different skill sets into a single step-by-step approach that produces a well-rounded systems engineering management framework. Learn the total systems lifecycle with real-world applications Explore cutting edge design methods and technology Integrate software and hardware systems for total SEM Learn the critical IT principles that lead to robust systems Successful systems engineering managers must be capable of leading teams to produce systems that are robust, high-quality, supportable, cost effective, and responsive. Skilled, knowledgeable professionals are in demand across engineering fields, but also in industries as diverse as healthcare and communications. Systems Engineering Management, Fifth Edition provides practical, invaluable guidance for a nuanced field.

Cost Accounting and Management Essentials You Always Wanted to Know: 5th Edition

Vibrant Publishers A simple guide to making managerial decisions based on cost data. Cost Accounting & Management Essentials You Always Wanted To Know: 5th Edition condenses the vast world of cost accounting and management into a practical, compact guide. In this book, the conceptual frameworks of cost accounting and management are presented with practical examples that help solidify the learner's understanding. With this book, professionals will become acquainted with the key cost accounting terminology and will learn how to manage their company's resources to achieve organizational goals. This new edition includes an exciting new chapter on Customer Profitability, updated chapter contents, and real-world examples that will help learners to understand how to use cost accounting tools to make decisions to benefit their organizations. With this book, readers will be able to: Explore the world of Cost Accounting Conduct Cost-Volume-Profit (CVP) Analysis for your company Learn to use Activity-based Costing Understand concepts of

Cost Allocation and Control Make decisions using relevant cost information Discover the difference between Customer and Product Profitability Analysis Cost Accounting & Management Essentials is ideal for working professionals moving into management roles. This book will also be useful to senior management and individuals who need to understand cost accounting numbers. About the Series Cost Accounting & Management Essentials is part of the Self-Learning Management Series that is designed to help students, professionals, and entrepreneurs learn essential management lessons. This series of books is written by industry experts who have combined their vast work experiences into relevant, concise, and practical handbooks that appeal to learners from all spheres of life.

Handbook of Human Factors and Ergonomics

John Wiley & Sons The fourth edition of the Handbook of Human Factors and Ergonomics has been completely revised and updated. This includes all existing third edition chapters plus new chapters written to cover new areas. These include the following subjects: Managing low-back disorder risk in the workplace Online interactivity Neuroergonomics Office ergonomics Social networking HF&E in motor vehicle transportation User requirements Human factors and ergonomics in aviation Human factors in ambient intelligent environments As with the earlier editions, the main purpose of this handbook is to serve the needs of the human factors and ergonomics researchers, practitioners, and graduate students. Each chapter has a strong theory and scientific base, but is heavily focused on real world applications. As such, a significant number of case studies, examples, figures, and tables are included to aid in the understanding and application of the material covered.

International Human Resource Management

Cengage Learning Emea Dowling et al is a rare instance of a textbook that has developed alongside the field - helping to shape what it is today - and remains the market leading IHRM textbook worldwide. The international author team have ensured this edition is even more international than its predecessors, whilst also remaining close to curriculum developments. New edition changes include a streamlined chapter structure and a new chapter on the cultural context of IHRM. The focus on expatriates has been balanced with a stronger global management emphasis throughout. The content also reflects the current economic climate, including greater coverage of turbulence for IHRM and issues of employee separation. There is also expanded coverage of business ethics, outsourcing, emerging markets and small medium enterprises. In addition the new edition includes a wealth of case study material and class discussion material. A fully tailored CourseMate and Instructor's website will also be available to adopters. MARKET: Dowling et al is a core textbook for "International HRM" modules (IHRM) as taught at intermediate and postgraduate levels on all HRM programmes and the majority of broad-based business programmes. It is also used on some "International Management" modules. This textbook is autopackaged with CourseMate. CourseMate brings course concepts to life with interactive learning, study, and exam preparation tools that support the printed textbook and the textbook-specific website. CourseMate includes an integrated eBook and interactive teaching and learning tools including quizzes, flashcards, videos, and more and an EngagementTracker, a first-of-its-kind tool that monitors student engagement in the course.

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