

Human Resource Management 14th Edition

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Fundamentals of Human Resource Management Human Resource Management Human Resource Management, Global Edition Human Resource Management (14th Edition) Human Resource Management, 10th Edition Armstrong's Handbook of Human Resource Management Practice Code of Federal Regulations Federal Register Armstrong's Handbook of Human Resource Management Practice, 14th Edition Code of Federal Regulations Human Resources Management Human Resource Management Federal Executive Directory Earth Resources Code of Federal Regulations Channel Federal Personnel Guide The Fourth North American Symposium on Society and Resource Management Book of Abstracts Environment and Planning Handbook for Environmental Commissioners Susan L. Verhulst Gary Dessler R. Wayne Mondy Jamey Sanders Raymond J. Stone Michael Armstrong Michael Armstrong United States. Department of Agriculture R. Wayne Mondy Department of Agriculture (DoA) Staff New Jersey. Office of Environmental Services

Fundamentals of Human Resource Management Human Resource Management Human Resource Management, Global Edition Human Resource Management (14th Edition) Human Resource Management, 10th Edition Armstrong's Handbook of Human Resource Management Practice Code of Federal Regulations Federal Register Armstrong's Handbook of Human Resource Management Practice, 14th Edition Code of Federal Regulations Human Resources Management Human Resource Management Federal Executive Directory Earth Resources Code of Federal Regulations Channel Federal Personnel Guide The Fourth North American Symposium on Society and Resource Management Book of Abstracts Environment and Planning Handbook for Environmental Commissioners *Susan L. Verhulst Gary Dessler R. Wayne Mondy Jamey Sanders Raymond J. Stone Michael Armstrong Michael Armstrong United States. Department of Agriculture R. Wayne Mondy Department of Agriculture (DoA) Staff New Jersey. Office of Environmental Services*

fully revised and updated with input from practicing hr professionals fundamentals of human resource management 14th edition provides students with a concise yet thorough introduction to the quickly evolving world of human resource management hr this conversational and engaging text is designed to enhance online and distance learning and covers nearly all topics and competencies recommended by society of human resource management shrm and human resource certification institute hrci including human resource functions strategy planning legal context employee relations talent acquisition training and development performance management total rewards health safety and labor relations every chapter is filled with real world examples and activities based on current and emerging issues designed to strengthen student comprehension and increase student engagement

for courses in human resources management human resource management provides students in human resource management courses and practicing managers with a full and practical review of essential hr concepts and techniques with a particular focus on using human resource practices to improve performance productivity and profitability at work this best selling hrm text is designed with authoritative and current information on human resource management that all managers can use in business new topics can be found throughout the fourteenth edition along with new features and video cases mymanagementlab for human resources management is a total learning package mymanagementlab is an online homework tutorial and assessment program that truly engages students in learning it helps students better prepare for class quizzes and exams resulting in better performance in the course and provides educators a dynamic set of tools for gauging individual and class progress this program will provide a better teaching and learning experience for you and your students it will help personalize learning with mymanagementlab inspire the exchange of new ideas and foster intriguing discussions with the abundant resources found in mymanagementlab focus on productivity performance and profits practical material helps managers perform day to day responsibilities keep your course current and relevant new topics and boxed features highlight human resources practices note you are purchasing a standalone product mymanagementlab does not come packaged with this content if you would like to purchase both the physical text and mymanagementlab search for isbn 10 0133801993 isbn 13 9780133801996 that package includes isbn 10 0133545172 isbn 13 9780133545173 and isbn 10 0133545695 isbn 13 9780133545692 mymanagementlab is not a self paced technology and should only be purchased when required by an instructor

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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

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