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basic human resource management book 1 is the first book of trilogy of the basic of human resource management book this book teaches how to manage human resources from basic to advanced in the three book series the basic of human resource management there are three books published in stages in the trilogy series the basic of human resource management book in this first book it is discussed in detail about 5 main and fundamental things in managing humans namely 1 human resource management 2 human resource management 3 the role of the human resources function 4 the role of human resources practitioners 5 the role of front line managers the five discussions are the basis for managing human or human resources in organizations and companies

1 introduction to human resource management 2 human resource development 3 the organising function of human resource management 4 human resource policies procedures and programmes 5 strategic human resource management 6 strategic control 7 productivity and improvement 8 job analysis and work measurement 9 job design and ergonomics 10 human resource planning 11 recruitment 12 selection 13 career planning and development 14 employee training 15 performance appraisal 16 mobility transfers promotions and separations 17 employee compensation 18 job evaluation 19 legislative measures for employee s compensation 20 employee discipline 21 grievance handling 20 trade unions

human resources is rapidly evolving into a data rich field but with big data comes big decisions the best companies understand how to use data to make strategic workforce decisions and gain significant competitive advantage human resource management people data and analytics by talya bauer berrin erdogan david caughtlin and donald truxillo introduces students to the fundamentals of talent management with integrated coverage of data analytics and how they can be used to inform and support decisions about people in an organization features tied to shrm competencies and data exercises give readers hands on opportunities to practice the analytical and decision making skills they need to excel in today s job market engaging examples

illustrate key hrm concepts and theories which brings many traditional hrm topics concepts to life whether your students are future managers or future hr professionals they will learn best practices for managing talent across the lifecycle in the changing workplace

this first edition of managing human resources an asian perspective is based on the textbook human resource management 6th edition by raymond j stone the longest running and most successful australian textbook ever produced in the field of hrm despite its parent textbook having also been popular in asia over a long period author ray stone s many years of living working and teaching in asia provided the impetus for this much needed asia specific edition with a focus on hr practices in asian countries such as hong kong malaysia singapore and china readers will find a wealth of examples practical activities key statistics and research managing human resources an asian perspective is an invaluable new resource for hr students lecturers and professionals in the asian region chapter features learning objectives each chapter has its own set of learning objectives use these as a checklist after studying each chapter to check your understanding environmental influences model the model is explained in chapter 1 and provides an analytical framework for strategic hrm throughout the book it forms the basis for an end of chapter question in each chapter fast facts relevant facts and statistics on various topical issues particularly in relation to asian countries are regularly highlighted throughout each chapter practitioner speaks boxes human resource managers from a variety of countries and industries within the asian region provide real world perspectives on chapter topics doctor hr presented in an ask the expert style these questions bring issues of the contemporary workplace to life newsbreaks media articles on hrm topics drawn from the asian region help demonstrate the practical application of chapter theory research flash boxes the latest research on a contemporary hr issue is provided in each chapter ethical dilemmas thought provoking questions are raised regularly in the margins of each chapter highlighting challenging issues terms to know key terms are bolded in the text at first mention and defined in the margin for ease of reference they also appear in the end of book glossary student study guide at the end of each chapter you will find a wealth of material for both self study and classroom activities including review questions online exercises and case studies capstone case study exploring multiple themes from the entire text this case study has been designed to enable you to apply and demonstrate your knowledge across a range of hr topics about the author raymond j stone ba b com dip soc stud melb ma ottawa phd hong kong cmahri fihrm hong kong raymond j stone has more than 30 years experience in international hrm and has held senior

positions in hong kong australia japan and korea he is currently adjunct professor of the school of business in the department of management of hong kong baptist university his work experience covers remuneration and benefits recruitment and selection psychological appraisal industrial relations hrm research training and development and strategic human resource planning and policy development he has taught at hong kong australian japanese and british universities his articles on negotiating and international hrm have been published in leading academic and business journals in the united states the united kingdom hong kong japan singapore australia and new zealand he resides in hong kong and travels frequently throughout the asia pacific region

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co written by an hr lecturer and an hr practitioner this introductory textbook provides academic and practical insights which convey the reality of human resource management the wide range of real life cases and learning features enables students to quickly understand the issues in practice as well as theory and brings the subject to life

part a statistics for economics unit i introduction 1 what is economics 2 statistics meaning scope and importance unit ii collection organisation and presentation of data 3 collection of data primary and secondary data 4 methods of data collection census and sampling methods 5 some important sources of secondary data census and n s s o 6 organization of data classification 7 presentation of data tables 8 diagrammatic presentation of data 9 graphic time series and frequency distribution presentation of data unit iii statistical tools and interpretation 10 measures of central tendency arithmetic average 11 measures of central tendency median and mode 12 measures of dispersion 13 correlation 14 index number 15 some mathematical tools used in economics slope of a line slope of a curve and equation of a line unit iv developing projects in economics 16 formation of project in economics part b indian economic development unit v development experience 1947 90 and economic reforms since 1991 1 state of indian economy on the eve of independence 2 common goals of five year plans in india 3 agriculture features problems and policies 4 industries features problems policies industrial licensing etc 5 foreign trade of india features problems and policies unit

vi economic reforms since 1991 6 economic reforms in india liberalisation privatisation and globalisation l p g policies unit vii current challenges facing indian economy 7 poverty and main programmes of poverty alleviation 8 rural development key issues 9 human capital formation 10 employment growth informalisation and other issues 11 inflation problems and policies 12 infrastructure meaning and types case studies energy and health 13 sustainable economic development and environment unit viii development experience of india 14 development experience of india a comparison with pakistan china log and antilog table latest model paper board examination paper

provides students in hrm courses and practising managers with a comprehensive view of essential concepts and techniques in the subject

the purpose of this text is to show that events of the past few decades have revolutionized human resource management in essence a people revolution is under way and it is changing the very nature of organizational life and human resource management the approach used in the text is to integrate the concepts of teachers and researchers with the existing pragmatic and practical experience of human resource practitioners that approach emphasizes that 1 human resource management is now a dynamic high level forceful and integral part of management 2 there is a well defined body of generally useful knowledge that future managers should know in order to perform human resource management most successfully and 3 there is a promising future for capable people interested in entering the field the authors examine in depth subjects such as the important role of human resource management the effects of the environment on organizations and their employees how the legal environment affects the performance of human resource management maintaining health and safety improving the quality of work life assistance with career management and the effect of unions on personnel other subjects covered include computerized personnel information systems employment at will the growing role of women and minorities social responsibility and managerial ethics job burnout dual careers leased manpower networking quality circles comparable worth phased retirement codetermination concessionary bargaining global aspects of human resource management quality improvement and productivity gains and technology and technological developments

the three volumes in the encyclopedia of human resource management offer a comprehensive review of the essential issues and most important information available on the topic each volume in the encyclopedia contains contributions from some of the most celebrated names in the field of human resource management hrm and addresses the myriad challenges faced by today s human resource professionals volume 1 puts the focus on the definition of terms and practices that are most relevant to today s human resource management hrm professionals the contributors bring an up to date perspective of hrm definitions and practices and for ease of access the terms are presented in alphabetical order each contributor includes the most recent research on a particular topic and summarizes a new and progressive definition of these important terms the book begins with an enlightening discussion of the evolving practice of talent management and contains the following topics affirmative action assessment business ethics campus recruitment career development compensation drug tests employee relations flexible benefits glass ceiling hr metrics and analytics mergers and acquisitions national labor relations act quality circles recruitment and selection self directed work teams social responsibility strategic human resource management training needs analysis work family balance and more the encyclopedia of human resource management gives human resource professionals the knowledge information and tools needed to implement the best practices in the field

part 1 foundations of human resource management 1 introduction to human resource management 2 legislative framework impacting human resource management part 2 employment and onboarding 3 talent planning and recruitment 4 selection 5 socialisation 6 remuneration and reward 7 health safety and wellness part 3 talent management 8 employee development and career management 9 performance management 10 diversity management and retention part 4 organisational behaviour management 11 motivation 12 leadership 13 groups and teams part 5 contemporary issues 14 e hrm and knowledge management 15 change management 16 strategic human resource management 17 international human resource management 18 future of human resource management

the human resource management handbook is divided into seven sections compiling the latest knowledge into the critical areas of human resource management practices part one of the human resource management handbook primarily focuses on employee participation it covers the financial and non financial aspects of employee anticipation including voluntary and involuntary aspects

of the decision making

human resource management principles and practice is designed to provide a comprehensive introduction to the subject it is a student oriented textbook as it satisfies the requirements of students for an exhaustive exposure to the principles and practice

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