

Dessler Human Resource Management 12th Edition

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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 hrm elements such as recruitment training motivation retention safety the legal environment and how they support successful business strategies

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

human resource compliance in today s increasingly complex legal environment has become a critical component of all hr activities this text will acquaint readers with the major federal statutes and regulations that control management and employment practices in the american workplace it is designed as a tool for management and business professionals and the material is presented from a pro business perspective of protecting the employer s interests and reducing exposure to litigation through monitoring activities and viable

employee policies employment regulation in the workplace includes many features that make it an effective learning tool each chapter opens with learning objectives and an example scenario and contains numerous figures boxes and diagrams chapters conclude with listings of key terms questions for discussion and case exercises the book also includes a comprehensive bibliography it can be used for a wide variety of courses in employee relations and employment law at both the graduate and undergraduate levels an online instructor s manual with test questions chapter outlines case notes ppt presentations and more is available to adopters

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

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armstrong s handbook of human resource management is the classic text for all students and practitioners of hrm providing a complete resource for understanding and implementing hr in relation to the needs of the business as a whole it includes in depth coverage of all the key areas essential to the hr function the 12th edition has been radically updated to create a cutting edge textbook which encourages and facilitates effective learning comprehensive online support material is provided for the instructor student and now also the practitioner providing a complete resource for teaching and self learning the text has been updated to include all the latest developments in hrm and now includes two new sections covering hr skills and toolkits

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