

Essential Hr Handbook A Quick And Handy Resource For Any Manager Or Hr Professional

Human Resources for the Non-HR Manager appeals to anyone interested in management issues. The book explains why human resource issues are increasing the responsibilities of front-line managers rather than the HR department. Chapters present the basics of HR including the fundamentals of hiring, performance appraisal, reward systems, and disciplinary systems, so that any manager--regardless of his or her background or functional area--can approach these parts of the job with confidence. The book also covers the latest developments in equal opportunity law and describes the manager's responsibilities in controlling sexual harassment and managing diverse employees, including older workers and employees with disabilities. Each chapter's material is firmly grounded in the current HR academic literature, but the book's friendly, conversational tone conveys basic principles of good practice without technical jargon. Designed to make the material more accessible and personally relevant, the book includes the following special features: *Manager's Checkpoints--a series of questions that help the reader apply the material to his or her own organizational context; *Boxes that describe real-life examples of how companies respond to HR challenges; *For Further Reading--references to articles published in outlets that bridge the academic-practitioner divide; *Manager's Knots--presented in a question-and-answer format, these describe typical managerial problems, take the reader into some of the gray, ambiguous areas of HR, and suggest ways to apply the chapter material to real-life managerial dilemmas.

"Provides easy an easy-to-use practitioner-based reference guide to build, expand, and improve fundamental human resource practices to integrate HR as a strategic component in the success of small businesses and start-up companies. Features include: HR essential policies and practices with adaptable tools and templates Talent management strategies for small companies/start-ups. Change management strategies during expansion and growth. A supplemental professional development assessment for leaders/managers"--

The SHRM Essential Guide to Employment Lawis your One-Stop Legal Reference to Employment Law. It simple, straightforward language on everything HR professionals, employers, and small business owners need to know about their relationship with their employees in order to comply with the law and protect them selves and their business from legal action.Covering more than 200 workplace law topics, the Guide provides an overview of U.S. workplace laws, regulations, and court decisions that employers, large or small, are likely to face, as well as what pitfalls to anticipate and when to seek professional advice. Each chapter offers general principles, highlights key issues, and provides specific examples and suggestions to help make the employer-employee relationship run more smoothly.The Second Edition features scores of updates and new content, including:* New NLRB rules* New state law limitations on inquiringabout salary history* Compliance for telework* Lawfulness of provisions in severance and release agreements* Department of Labor's change of position on volunteer workers* New state laws limiting or prohibiting non-compete agreements* and much more!

No one wants to go into a tenuous situation blind and fumbling for words. Rather than shy away from a difficult situation or conversation, The Conflict Resolution Phrase Book, is the ideal resource to help anyone prepare for and prevail in these situations. Some situations are unpredictable, and you can't plan for every conversation--but having the right words on hand empowers you to stand up to conflict rather than run from it. The more you practice confronting and even embracing conflict, the stronger that habit will become and the less likely you will feel like fleeing from a difficult situation. The Conflict Resolution Phrase Book is a great resource that everyone should have at their fingertips to approach any difficult situation with the assurance that the words will come out right! You will learn: Positive things to say when you're initiating or responding to a difficult conversation. How to find and craft language to start a conversation. The right words for you to positively influence the situation. The Conflict Resolution Phrase Book is a natural complement to the authors' previous best-seller, The Essential Workplace Conflict Handbook.

The HR Answer Book

An Essential Guide for Managers, Human Resources Professionals, and Small Business Owners

A Quick and Handy Resource For Any Manager or HR Professional

The Essential HR Desk Reference

Human Resources for the Non-HR Manager

Insights from Inside Google That Will Transform How You Live and Lead

The Essential HR Guide for Small Businesses and Startups

From the visionary head of Google's innovative People Operations comes a groundbreaking inquiry into the philosophy of work -- and a blueprint for attracting the most spectacular talent to your business and ensuring that they succeed. "We spend more time working than doing anything else in life. It's not right that the experience of work should be so demotivating and dehumanizing." So says Laszlo Bock, former head of People Operations at the company that transformed how the world interacts with knowledge. This insight is the heart of Work Rules!, a compelling and surprisingly playful manifesto that offers lessons including: Take away managers' power over employees Learn from your best employees-and your worst Hire only people who are smarter than you are, no matter how long it takes to find them Pay unfairly (it's more fair!) Don't trust your gut: Use data to predict and shape the future Default to open-be transparent and welcome feedback If you're comfortable with the amount of freedom you've given your employees, you haven't gone far enough. Drawing on the latest research in behavioral economics and a profound grasp of human psychology, Work Rules! also provides teaching examples from a range of industries-including lauded companies that happen to be hideous places to work and little-known companies that achieve spectacular results by valuing and listening to their employees. Bock takes us inside one of history's most explosively successful businesses to reveal why Google is consistently rated one of the best places to work in the world, distilling 15 years of intensive worker R&D into principles that are easy to put into action, whether you're a team of one or a team of thousands. Work Rules! shows how to strike a balance between creativity and structure, leading to success you can measure in quality of life as well as market share. Read it to build a better company from within rather than from above; read it to reawaken your joy in what you do.

Fast-Track the Growth of Your Business With Effective Strategies for Hiring Best Employees and Managing Them to Their Fullest Potential! Do you know that old saying - the chain is as strong as its weakest link? The same can be said for business, and in the world of small businesses, the links that guide you towards success are you as owner and your employees. How to ensure that every link is solid and unbreakable? With excellent managing skills. You see, if not managed properly, employees will be inefficient, and productivity will drop, which ultimately leads to the business going under. That's why you need to understand the importance of effectively managing your employees so that they can always give 100%. Would you like to become a skilled manager? Would you like to fast-track the growth of your business? Would you like to manage your employees with ease so that everyone is happy? If so, you are in the right place because with Human Resources Essentials: Employee Management & HR Planning Simplified, you will learn all of that and much more! With this guide, you will get step-by-step guides and expert strategies that will transform you into a skilled manager that knows what to do - manage employees effectively, make them happy and productive, develop strategies for recruiting and hiring new employees, etc.

Build the workforce of the future. In our volatile and complex era--which boasts a competitive market for top talent--HR's traditional model will fail. Your company needs to adopt the latest skills to successfully manage performance and evaluate potential. HBR's 10 Must Reads for HR Leaders Collection features innovative ideas on how to foster a vibrant, high-performing company culture, spearhead constructive change, and reap the benefits of a diverse workforce. Included in this five-book set are HBR's 10 Must Reads on Reinventing HR, HBR's 10 Must Reads on Building a Great Culture, HBR's 10 Must Reads on Diversity, and HBR's 10 Must Reads on Managing People. The collection includes fifty articles selected by HBR's editors from renowned thought leaders including Marcus Buckingham, W. Chan Kim, Renee Mauborgne, and Sylvia Ann Hewlett, plus the indispensable article "People Before Strategy" by Ram Charan, Dominic Barton, and Dennis Carey. With HBR's 10 Must Reads for HR Leaders Collection, break free from the traditional HR mindset and learn how to build the workforce of the future. HBR's 10 Must Reads paperback series is the definitive collection of books for new and experienced leaders alike. Leaders looking for the inspiration that big ideas provide, both to accelerate their own growth and that of their companies, should look no further. HBR's 10 Must Reads series focuses on the core topics that every ambitious manager needs to know: leadership, strategy, change, managing people, and managing yourself. Harvard Business Review has sorted through hundreds of articles and selected only the most essential reading on each topic. Each title includes timeless advice that will be relevant regardless of an ever-changing business environment.

Winner of the 2020 Next Generation Indie Book in the Career category! Congratulations, you're a manager! Of course you have expertise in the field you're managing, but what about everything else? There's so much more to know! Whether you're a new or seasoned manager, your responsibilities can become overwhelming at times. There are days and new situations that will leave you feeling vulnerable. You don't know where to start or even what to ask! The Manager's Answer Book can help. In question-and-answer format, this easy-to-use guide provides information on many aspects of managing. You will learn about: Getting started: moving from peer to manager, setting goals, managing projects, resources, and much more. Developing your management skills: communicating, delegating, motivating, and facilitating. Building and managing your team: hiring, firing, and everything in between. Creating your personal brand: building credibility for yourself, your team, and your department. Managing up, down, and around: working with people and functions in your organization. Potential land mines: conflict, change, and risk. Legal pitfalls: navigating the miasma of laws and regulations. The Manager's Answer Book will help any manager stay informed and avoid unknowingly tripping over a new situation. It's a natural complement to The Big Book of HR.

Agile HR

The Essential HR Handbook

The Handmaid's Tale

The Big Book of HR

Global Business Driven HR Transformation: The Journey Continues (Print Edition)

A Quick and Handy Resource for Any Manager Or HR Prof

The Essential HR Handbook, 10th Anniversary Edition

Networking, negotiating, communicating, leading, career planning--all skills critical to your career success. But did anyone ever teach you these skills? The Career Toolkit will help you master these vital skills and yield outsized returns for your career and your income. Every chapter is packed with dozens of actionable principles, exercises, and practices that will accelerate your success. It's a multivitamin for your career! The Career Toolkit shows you how to design and execute your personal plan to achieve the career you deserve, including: Negotiating a job offer. (This alone will pay for the book.) Creating a dynamic career strategy. Building a high-value network. Developing the fundamental leadership skills that matter most. Managing teams effectively, even as an individual contributor.

Whether you are a newly promoted manager, a seasoned business owner, or a human resources professional, knowing the ins and outs of dealing with HR issues is critical to your success. The Essential HR Handbook is a quick-reference guide that sheds light on the issues that keep managers up at night. It is filled with information, tools, tips, checklists, and road maps to guide managers and HR professionals through the maze of people and legal issues, from recruiting and retaining the best employees to terminating poor performers. With this book, You'll learn how to effectively and efficiently: Individually manage each employee, starting on his or her first day. Manage a multi-generational workforce. Appraise job performance. Coach and counsel. Provide equitable pay, benefits, and total rewards strategies. Identify legal pitfalls and stay out of court. The Essential HR Handbook is the one HR guide every manager needs on his or her desk!

Are performance reviews at your company like fruitcake—you get it every year whether you want one or not? It doesn't have to be like that. Because everyone wants to know how they're doing, how they measure up, and what their chances are for advancement and rewards. And they want to do things right. The Essential Performance Review Handbook will help you understand why performance reviews. Serve as an important business tool. Motivate personnel and increase productivity. Help achieve your company goals. Improve manager-employee communication. Reduce your risk of legal liability.

Whether you're a manager or a HR professional, this is an indispensable resource to help you create confident, motivated, and productive employees.

Today's workplaces are dynamic, so it shouldn't surprise anyone that tension can develop quickly and ruinously. The Essential Workplace Conflict Handbook is the ideal resource for anyone ready to confront conflict at work rather than run from it. Managed correctly, conflict can be a positive source for innovation and creativity. Using examples drawn from a wide range of corporate and entrepreneurial experiences, along with checklists and other practical tools, The Essential Workplace Conflict Handbook will help employees, managers at all levels, and business owners answer the following important questions: What's changing in the workplace and the workforce today? Are the right issues being addressed? How can we create more options to solve conflicts? What's my conflict style, and why is it important? How should I set and manage expectations? What happens when disruptive behavior gets out of control? Positive interactions are critical to successful workplaces. This vital new title gives you the confidence you need to communicate effectively, as well as a clear understanding of your individual responsibility, no matter your title or role. It also gives the organization a plan for what it can do to foster a tension-free workplace.

HR on Purpose

Hiring, Firing, Performance Evaluations, Documentation, Benefits, and Everything Else You Need to Know

The Career Toolkit: Essential Skills for Success That No One Taught You

The Little Black Book of Human Resources Management

A Handbook for HR Professionals, Managers, Businesses, and Organizations

Your Guide to Starting and Running the HR Function

Human Resources Essentials

An essential reference for HR professionals A Guide to the HR Body of Knowledge (HRBoK™) from HR Certification Institute (HRCI®) is an essential reference book for HR professionals and a must-have guide for those who wish to further their expertise and career in the HR field. This book will help HR professionals align their organizations with essential practices while also covering the Core Knowledge Requirements for all exams administered by HRCI. Filled with authoritative insights into the six areas of HR functional expertise: Business Management and Strategy; Workforce Planning and Employment; Human Resource Development; Compensation and Benefits; Employee and Labor Relations; and Risk Management, this volume also covers information on exam eligibility, and prep tips. Contributions from dozens of HR subject matter experts cover the skills, knowledge, and methods that define the profession's best practices. Whether used as a desk reference, or as a self-assessment, this book allows you to: Assess your skill set and your organization's practices against the HRCI standard Get the latest information on strategies HR professionals can use to help their organizations and their profession Gain insight into the body of knowledge that forms the basis for all HRCI certification exams As the HR field becomes more diverse and complex, HR professionals need an informational "home base" for periodic check-ins and authoritative reference. As a certifying body for over four decades, HRCI has drawn upon its collective expertise to codify a standard body of knowledge for the field. The HRBoK is the definitive resource that will be your go-to HR reference for years to come.

Employee benefits are defined as a form of compensation paid by employers to employees over and above regular salary or wages. Employee benefits come in many forms and are an important part of the overall compensation package offered to employees. This book is chock full of resources, information and real-life examples selected to assist new and developing employee benefit and HR professionals in learning about and confidently managing workplace employee benefit programs. Instead of providing summaries of employee benefit statutes and regulations, this Guide focuses on where to find reliable sources to interpret and implement them. There are also real-life examples of the challenges and triumphs of administering workplace benefits, including leaves of absence, claim disputes, benefit plan communication, and more.

"Templates, checklists, and sample forms ... can be easily adapted by any organization"--Cover.

Managing people is the most challenging part of any leader's job. And that job's not getting any easier as the human resources profession grows more dynamic and constantly changes. The Big Book of HR provides any business owner, manager, or HR professional with the most current information to get the most from their talent--from strategic HR-related issues to the smallest tactical detail of managing people. Each topic covered includes information on associated legal issues--such as the recent changes to the Fair Labor Standards Act's overtime regulations--and stories from leading organizations to illustrate the positive impact human resources can have on organizations of any size. Each chapter ends with discussion questions to encourage additional thought. Sample forms and templates plus a list of additional resources are also included. The latest edition of The Big Book of HR includes up-to-date information about how to: Select, engage, and retain the best talent for your organization. Develop attractive and fair compensation and benefits programs. Manage and develop your employees. Resolve conflict and maintain communications throughout the organization. Develop performance-management systems that reflect current trends and best practices. Use technology to effectively manage the human resources function.

Occupational Outlook Handbook

How to Win in the Digital Age

Organised Deception

Work Rules!

Deliver Value in a Changing World of Work

Human Resource Essentials

Human Resource Management Essentials You Always Wanted To Know

In our hyper-connected world that is changing at warp speed, marketers recognize the need to shift from traditional marketing methods to a new way that can help them better navigate the unpredictable environment. For traditionalists, this change has posed a challenge. Many have tried to incorporate new approaches into the old models they grew up with, only to be frustrated with the results. From the bestselling authors of The Social Employee, and LinkedIn Learning course authors, comes a powerful new textbook that cracks the marketing code in our hyper-focused digital age. The New Marketing, with contributions spanning CMO trailblazers to martech disruptors, behavioral economics luminaries at Yale to leading marketing thinkers at Kellogg and Wharton, is a GPS for navigating in a digital world and moves the craft of marketing through the forces of marketing transformation. We can't predict the future. But our goal is to help make Masters/MBA students and marketing practitioners future-ready and successful.

From staffing, training, and performance management to compensation and benefits, policy creation and review, and management reports, this thoroughly revised best-seller offers the information needed to design the HR function. It provides easy-to-follow instructions for designing a foundation for a reliable and productive employee relations strategy.

An instant classic and eerily prescient cultural phenomenon, from “the patron saint of feminist dystopian fiction” (New York Times). Now an award-winning Hulu series starring Elizabeth Moss. In this multi-award-winning, bestselling novel, Margaret Atwood has created a stunning Orwellian vision of the near future. This is the story of Offred, one of the unfortunate “Handmaids” under the new social order who have only one purpose: to breed. In Gilead, where women are prohibited from holding jobs, reading, and forming friendships, Offred’s persistent memories of life in the “time before” and her will to survive are acts of rebellion. Provocative, startling, prophetic, and with Margaret Atwood’s devastating irony, wit, and acute perceptive powers in full force, The Handmaid’s Tale is at once a mordant satire and a dire warning.

HR for Small Business explains in simple, clear language what business owners and managers need to know about their relationship with their employees in order to comply with the law and protect themselves and their business from being sued.

A Quick and Handy Resource for Any Manager or HR Professional

The SHRM Essential Guide to Employment Law My Story

Narrative of the Life of Frederick Douglass Human Resources Kit For Dummies

The Essential Workplace Conflict Handbook

The Little Black Book of Human Resources Management is loaded with lessons not learned in a book. Instead, it is the product of over 20 years of scraped knuckles and attaboys earned while leading HR in public and private organizations. The book shares hard-won advice on what works in a wide range of HR topics, from reductions in force to paying for performance to managing workers compensation to leadership training. But readers will also benefit from experience in the often surprising aspects of HR work that are rarely discussed but are invaluable to success in the role, such as- What all organizations expect from the HR leader, like it or not- The one thing above all else that the company President really wants from the HR leader- How an HR leader can spot the A players and the problem children in the first month on a new job- How to answer the employee who asks if layoffs are coming - and they are- Written in a conversational, often humorous style, The Little Black Book of Human Resources Management will save a few points off the learning curve of anyone looking to advance in the field of human resources management.

"An A-Z reference encyclopedia, with more than 200 entries defining and explaining employment and labor law topics. The entries combine a summary of the law with real life case references, pop culture references, and statistics and trends"--Provided by publisher.

The complete guide to human resources processes, issues, and best practices by two of the most seasoned and respected HR professionals. Managing people is the biggest challenge any organization faces. It's a challenge that has grown even more difficult over the past decade. Since The Big Book of HR was first published, we've seen dramatic changes in the workplace and the workforce. This 10th anniversary edition incorporates discussions and reflections on these changes and examines new and emerging trends useful for any business owner, manager, or HR professional, with the most current information to get the most from their talent—from strategic HR-related issues to the smallest tactical details of managing people. The Big Book of HR, 10th Anniversary Edition includes up-to-date information about: The challenges of remote and distributed workforces Diversity, equity and inclusion Workplace harassment and its prevention Changing technology and its impact on every facet of people management Pay equity and its effect on transparency in compensation Benefits that meet the needs of a multigenerational workforce State and local laws that are addressing societal changes Gamification and other training strategies

The Essential HR Handbook A Quick and Handy Resource for Any Manager or HR Professional Red Wheel/Weiser

HR for Small Business For Dummies - UK

Developing Deliberate People Passion

The Essential Performance Review Handbook

2,000+ Phrases For Any HR Professional, Manager, Business Owner, or Anyone Who Has to Deal with Difficult Workplace Situations

Employee Management & HR Planning Simplified

Best Practices, Tools, Examples, and Online Resources

Employment Law

The pair of psychologists behind a popular class at Stanford University called "Fail Fast, Fail Often" discuss how people who aren't worried about making mistakes tend to live happier, more successful lives and learn more from their experiences and opportunities. Original. Narrative of the Life of Frederick Douglass First published in 1845, Narrative of the Life of Frederick Douglass is an eye-opening depiction of American slavery. Part autobiography, part human-rights treatise, it describes the everyday horrors inflicted on captive laborers, as well as the strength and courage needed to survive. Narrative of the Life of Frederick Douglass Born into slavery on a Maryland plantation in 1818, Frederick Douglass spent years secretly teaching himself to read and write—a crime for which he risked life and limb. After two failed escapes, Douglass finally, blessedly boarded a train in 1838 that would eventually lead him to New York City and freedom. Narrative of the Life of Frederick Douglass Few books have done more to change America's notion of African Americans than this seminal work. Beyond its historical and social relevancy, it is admired today for its gripping stories, the intensity of spirit, and heartfelt humanity. Narrative of the Life of Frederick Douglass This ebook has been professionally proofread to ensure accuracy and readability on all devices. Narrative of the Life of Frederick Douglass Born into a life of bondage, Frederick Douglass secretly taught himself to read and write. It was a crime punishable by death, but it resulted in one of the most eloquent indictments of slavery ever recorded. His gripping narrative takes us into the fields, cabins, and manors of pre-Civil War plantations in the South and reveals the daily terrors he suffered. Narrative of the Life of Frederick Douglass Written more than a century and a half ago by a Black man who went on to become a famous orator, U.S. minister to Haiti, and leader of his people, this timeless classic still speaks directly to our age. It is a record of savagery and inhumanity that goes far to explain why America still suffers from the great injustices of the past.

Narrative of the Life of Frederick Douglass

What's a rookie manager to do? Faced with new responsibilities, and in need of quick, dependable guidance, novice managers can't afford to learn by trial and error. The First-Time Manager is the answer, dispensing the bottom-line wisdom they need to succeed. A true management classic, the book covers essential topics such as hiring and firing, leadership, motivation, managing time, dealing with superiors, and much more. Written in an inviting and accessible style, the revised sixth edition includes new material on increasing employee engagement, encouraging innovation and initiative, helping team members optimize their talents, improving outcomes, and distinguishing oneself as a leader. Packed with immediately usable insight on everything from building a team environment to conducting performance appraisals, The First-Time Manager remains the ultimate guide for anyone starting his or her career in management.

The Only HR Book You'll Ever Need! "Whether you're a small business owner, a manager in a business without an HR department, or even a seasoned HR professional, this book will help you handle any personnel problem—from on-boarding to outplacement—quickly and easily."—Solutions Review For more than a decade, busy managers by the tens of thousands have turned to this best-selling book as a handy guide to the ins and outs of human resources. And no wonder! Because whether you're a small business owner, a manager in a business without an HR department, or even a seasoned HR professional, The Essential HR Handbook will help you handle any personnel problem—from onboarding to outplacement—quickly and easily. This fully updated 10th anniversary edition is packed with information, tools, checklists, sample forms, and timely tips to guide you through the maze of personnel issues in today's complex business environment. In The Essential HR Handbook you'll find out how to: Attract talented staff through social media recruiting Identify legal pitfalls to avoid lawsuits and regulatory interference Train a diverse and inclusive multigenerational workforce Provide the compensation and benefits package that will make your organization an "employer of choice" Streamline your orientation and onboarding practices so new employees hit the ground running Whenever personnel problems arise, having The Essential HR Handbook on your bookshelf is like having a team of expert HR consultants at your beck and call!

HBR's 10 Must Reads for HR Leaders Collection (5 Books)

The Big Book of HR, Revised and Updated Edition

The First-Time Manager

The Essential Hr Handbook

A Quick and Handy Resource for Any Manager, Team Leader, HR Professional, Or Anyone Who Wants to Resolve Disputes and Increase Productivity

The Conflict Resolution Phrase Book

The Prairie Homestead Cookbook

The core of every company is its people, and Human Resources Management (HRM) is the key to handling all the complexities of human relations, compensation, conflict resolution, and much more. Strategies and tactics are needed to effectively manage the human resource potential that drives all companies to profitability and success. Human Resource Management Essentials You Always Wanted To Know guides readers through the challenges and provides tools to address those challenges. It provides an understanding of areas including: · The concept of HRM · Performance management strategies · Legal and regulatory compliance · Organizational development · Conflict management · Payroll and compensation · Information technology in HRM · Health and safety · Personnel development Human Resource Management Essentials is part of the Self-Learning Management Series focused on working professionals. The series addresses every aspect of business from HR to finance, marketing, and operations. Each book includes fundamentals, important concepts, and well-known principles, as well as practical applications of the subject matter.

"This is a collection of 24 essays about why how Human Resource Management professionals can develop people passion in organization"--

Align HR practices with your objectives and keep your company competitive A company's ability to grow and stay on top of customer demand has always depended heavily on the quality of its people. Now, more than ever, businesses recognize that finding (and keeping) a highly skilled and motivated workforce is pivotal to success. Maybe you're a business owner and your company is growing, or you're an employee at a small- to midsize company and management has asked you to take on some or all of their HR functions. Either way, knowing how to set up and implement successful HR practices (not to mention navigating the legal minefields in today's increasingly regulated environment) can be tricky. Human Resources Kit For Dummies is your one-stop resource for learning the nuts and bolts of HR. It gives you forms and templates that you can put to immediate and productive use. New information on anti-discrimination legislation; measuring performance; hiring, firing, and retaining employees; and training and development plans The latest info on online and social media policies Updated forms and contracts, from job application forms and sample employee policies to performance appraisals and benefit plan worksheets If you're currently working in Human Resources or are responsible for employees in your business, the tools presented here help you maximize the effectiveness of your own HR program.

Jill Winger, creator of the award-winning blog The Prairie Homestead, introduces her debut The Prairie Homestead Cookbook, including 100+ delicious, wholesome recipes made with fresh ingredients to bring the flavors and spirit of homestead cooking to any kitchen table. With a foreword by bestselling author Joel Salatin The Pioneer Woman Cooks meets 100 Days of Real Food, on the Wyoming prairie. While Jill produces much of her own food on her Wyoming ranch, you don't have to grow all or even any of your own food to cook and eat like a homesteader. Jill teaches people how to make delicious traditional American comfort food recipes with whole ingredients and shows that you don't have to use obscure items to enjoy this lifestyle. And as a busy mother of three, Jill knows how to make recipes easy and delicious for all ages. "Jill takes you on an insightful and delicious journey of becoming a homesteader. This book is packed with so much easy to follow, practical, hands-on information about steps you can take towards integrating homesteading into your life. It is packed full of exciting and mouth-watering recipes and heartwarming stories of her unique adventure into homesteading. These recipes are ones I know I will be using regularly in my kitchen." - Eve Kilcher These 109 recipes include her family's favorites, with maple-glazed pork chops, butternut Alfredo pasta, and browned butter skillet corn. Jill also shares 17 bonus recipes for homemade sauces, salt rubs, sour cream, and the like—staples that many people are surprised to learn you can make yourself. Beyond these recipes, The Prairie Homestead Cookbook shares the tools and tips Jill has learned from life on the homestead, like how to churn your own butter, feed a family on a budget, and experience all the fulfilling satisfaction of a DIY lifestyle.

HR for Small Business

The Manager's Answer Book

The New Marketing

Fail Fast, Fail Often

An Indispensable Guide for Managers and Human Resources Professionals

The Big Book of HR, 10th Anniversary Edition

A Quick And Handy Resource For Employees Benefit: Good Employee Benefits

In the new world of work, agility is a business imperative. From small tech start-ups or large traditional companies, organizations need to be fast, flexible and digitally empowered to succeed. However, too many companies are stuck with siloed, compliance-driven HR processes that work in opposition to the business rather than supporting it. This results in the view that HR is slow and out of touch. However, Agile HR shows that this doesn't need to be the case. It is a practical guide written specifically for people professionals on how the HR function can develop agile processes and practices that save time, boost performance and support overall business goals. Covering every aspect of the HR function from people processes, ways of working and HR services to organization design, operating models and HR teams, Agile HR is an essential guide for all HR practitioners wanting to make their HR practices agile and drive business performance but don't know where to start. As well as guidance on how to deal with resistance, manage a backlog and deal with constraints, there is also invaluable guidance on how HR can prioritize effectively and assess which activities to pursue, which to develop, which to rework and which to abandon in order to achieve continuous business improvement. Supported by case studies from organizations who have seen the benefits of an agile approach to HR including Sky Betting & Gaming and MUJI, this is critical reading for all HR professionals in organizations of any size needing to adopt fast, flexible and evolving agile approaches to effectively compete in the new world of work. Updated to provide coverage of present-day concerns in such areas as the economy, the job market and technological advances, an expanded second edition also includes revised sections on FMLA, health-insurance changes and the latest compensation laws.

If managing people was tricky when the first edition of this all-encompassing guide was written, then dealing with the social-media-addicted, litigation-loving, outrageously entitled nightmares on feet of today is just downright heart-attack-inducing. It's a good thing that management's most trusted HR manual has been fully updated! Extensively revised, the second edition of The Manager's Guide to HR covers all the key areas of the original edition—including hiring and firing, benefits, compensation, performance evaluations, and more—and brings readers up to speed on current developments in employment law, including: · How social media is changing the recruitment landscape · Shifting labor standards regarding compensation and benefits · The National Labor Relations Board's stance on work-related employee speech on social media · The Employee Retirement Income Security Act · New record-keeping requirements · Amendments to the Family and Medical Leave Act and the Americans with Disabilities Act · And more Featuring step-by-step guidance on everything from COBRA compliance to privacy issues, this long-trusted resource is now once again the most up-to-date, invaluable resource any manager of personnel could have.

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.

How Losing Can Help You Win

Armstrong's Handbook of Human Resource Management Practice

Simple Recipes for Heritage Cooking in Any Kitchen

A Guide to the Human Resource Body of Knowledge (HRBoK)

Powerful Tools to Maximize Your Impact and Influence, Build Trust and Teams, and Respond to Challenges

The Manager's Guide to HR

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

Your handy, authoritative guide to small business HR Packed with practical tips and advice on how to handle tricky people situations in the workplace, this friendly guide shows anyone without a ton of HR experience how to correctly—and legally—utilise HR practises within a small business. From hiring to firing, managing performance to leading change—and everything in between—HR For Small Business For Dummies ensures you and your organisation are prepared for whatever may come knocking on your human resource department's door. Written by a team of authors that runs PlusHR—an organisation that provides outsourced HR services to small- and medium-sized companies—HR For Small Business For Dummies offers a thorough and accessible understanding of what HR is, how it works and what key UK legislation you need to know to resolve issue-led HR problems. Throughout the book, the emphasis is on communication and how you may need to tweak your strategy as your business grows, while special attention is given to how an owner's personal style of leadership and management impacts everyone within a company. Build a recruitment strategy and establish successful HR practises Understand your legal and financial responsibilities as an employer Minimise your growing or shrinking pains—for you and your people Avoid the pitfalls of discrimination, bullying and unfair dismissal If you're an SME owner, director or practitioner who needs to know more about HR issues and how to best resolve them, HR For Small Business For Dummies cuts through the clutter and offers practical, day-to-day guidance on running an effective HR department.