

Learning Outcomes CIPD

The fully revised and updated second edition of this core textbook builds on the previous edition's success to bring an even sharper exploration of HRM in a real-world global context. With a critical approach that is woven into the chapters and encourages students to question assumptions in HRM, there is a consistent focus on the impact of globalization, the ways in which theory has addressed the implications of a globalized workforce, and the way HRM works in multinational corporations. Boasting a truly global orientation, this textbook draws on the expert knowledge of chapter authors from around the world, combining international case studies with a strong offering of pedagogical features. While adopting a rigorous academic approach, the book is also designed to engage students and elicit independent thought. This is an ideal core textbook for undergraduate and postgraduate students studying on general business and management degrees, specialist HRM degrees, and international business degrees. In addition, this an important supplementary text for international HRM modules and HRM programmes. New to this Edition: - Brand new chapters on Talent Management, International Assignment and Migrant Workers, and Sustainable HRM - Revised and refreshed international case studies including an array of examples from diverse, non-western regions of the world - HRM in the news' boxes, comprising issues from the media that are relevant to each chapter topic - 'Stop and reflect' boxes containing thought-provoking questions that encourage critical thinking Accompanying online resources for this title can be found at bloomsburyonlineresources.com/human-resource-management-in-a-global-context. These resources are designed to support teaching and learning when using this textbook and are available at no extra cost.

Excel in your studies and kickstart your career as a people professional with this brand new textbook for the CIPD Certificate in People Practice.

How do you measure managers and leaders? How do you assess their development needs? Leadership and Management Development covers these and other key topics that form the requirements for the CIPD Level 7 Advanced module of the same name. Retitled and revised to focus on leadership as well as management, the book includes multiple perspectives from those who have either experienced or provided leadership and management development alongside analysis and critique to help paint a full picture of the subject. Students will learn to analyse the concepts of leadership and management, identify leadership and management development needs and formulate and implement strategies and interventions. This fully updated 5th edition of Leadership and Management Development features increased coverage of diversity, ecology, ethics and SMEs. At least two case studies per chapter support academic and critical context, and the book takes a more international perspective by considering global leaders and presenting international examples. It is ideal for students studying leadership and management development as part of a CIPD qualification or as part of a general business or HR degree. Online supporting resources include an instructor's manual and lecture slides.

This textbook, co-authored by two experienced academics who have also worked in industry and consultancy, is a concise introductory text focusing on the core skills of managing people in organisations. With a strong emphasis on people management, it addresses the needs of those in managerial and leadership roles, and identifies the skills needed to handle the growing range of managerial responsibilities such as prioritization, delegation, disciplinary and performance handling, and negotiation. Packed with real-life examples of management in practice, this text explores the key original concepts of the managerial escalator, the hybrid manager and the managerial gap. The book's extensive range of pedagogical features, found throughout each chapter, alongside the text's clear and accessible style, provides students with a step-by-step guide through such essential themes as motivation, communication, recruitment and selection, development, negotiating skills and workplace counselling. This is the ideal introductory text for undergraduate and postgraduate management students, as well as for those in the workplace who are likely to acquire managerial responsibility. Learning and Development Practice in the Workplace is the ideal textbook for anyone studying CIPD L&D qualifications and apprenticeships at Level 3 or Level 5, as well as for practitioners new to an L&D role. It covers what is required of an L&D professional and how to meet and exceed these expectations, how to align L&D activity with organisational strategy and, crucially, how to identify learning needs and design effective L&D practice. This new edition of Learning and Development Practice in the Workplace has been fully updated, reflecting the new CIPD Profession Map, and now has dedicated chapters on the different approaches to learning delivery, including face-to-face training and facilitation, technology-based learning, coaching, mentoring and social and collaborative learning. There is also expert guidance on learner engagement including insights from neuroscience and psychology, as well as advice on evaluating the impact of L&D. With case studies, activities and examples throughout, this new edition is an indispensable guide for students and new practitioners alike. Online supporting resources include lecture slides, annotated web links and self-test questions. Studying Learning and Development

A Complete Guide

Theory and Practice

Skills of Management and Leadership

Leadership and Management Development

Learning and Development (L&D) professionals are uniquely placed in an organization to improve both individual employee performance as well as the overall performance of the business. To maximise the impact of learning, activities must be aligned with the goals of the organization and delivered in the flow of work so that performance improvement is continuous. The course can no longer be the default learning option and creative workplace solutions are now vital. Driving Performance through Learning shows L&D professionals how to identify business needs and leverage learning that drives performance improvement to enable an organization to achieve its objectives. Beginning with an exploration of the fast-changing organizational learning landscape Driving Performance through Learning covers everything from how to diagnose needs through performance consulting conversations, using data and metrics and tracking impact to designing agile solutions by leveraging technology, facilitating social collaboration and vibrant learning communities. There is also expert guidance on curating content, embedding coaching, valuing mistakes and adopting a more self-directed learning approach. This book also defines the key characteristics of the new learning organization and the emerging roles of the future-focussed L&D team and whether these new responsibilities should be developed in-house or outsourced. This is an essential handbook for all L&D professionals seeking to transform workplace learning and drive organizational performance.

EBOOK: INTRO TO HUMAN RESOURCE

Each year, organizations spend millions of dollars trying out new innovations and improvements-and millions will be wasted if they can't quickly find out what's working and what is not. The Success Case Method offers a breakthrough evaluation technique that is easier, faster, and cheaper than competing approaches, and produces compelling evidence decision-makers can actually use. Because it seeks out the best stories of how real individuals have actually used innovations, The Success Case Method can ferret out success no matter how small or infrequent. It can salvage the few "gems" of success from a larger initiative that is not doing well or find out how to make a partially successful effort even more successful. The practical methods and tools in this book can help those who initiate and foster change, including leaders, executives, managers, consultants, training directors, and anyone else who is trying to make things work better in organizations get the greatest returns for their investments.

Employee Relations is a guide to the fundamental principles of employee relations in the UK. Tailored to the needs of practitioners it offers a complete overview of the field strongly aligned to the organizational and HR strategy and objectives. Using a combination of practical tools, assessments, scenarios and case studies from best practice it will build your knowledge of the area from understanding the labour market and the employment relationship to trade unions and international governing bodies. The book covers key areas such as conflict and dispute resolution, dismissal and redundancy, rights, ethics and much more. Aligning effective employee relations with strategic objectives, this book will equip you with the skills you need to plan, implement and assess employee relations. Employee Relations is part of the brand new HR Fundamentals series, offering practical advice to HR professionals starting out in their career, completing CIPD training or studying for their professional qualifications with the CIPD. It is the complementary partner title to Employment Law, also by the same author.

Research and Development in Organizational Studies and Human Resource Management (OSHRM). It develops new theoretical perspectives on learning in OSHRM and introduces a range of educational approaches, methods and techniques to advance teaching and assessment and student learning in the field. Chapters are evidence-based and provide practical advice for enhancing the effectiveness of OSHRM programmes and courses in universities, colleges and human resource development settings globally. With contributions from leading educators in OSHRM, the book both advances understanding and provides practical guidance for the design of programmes, courses and classes. Importantly, it illustrates innovative classroom and virtual learning experiences that will secure student engagement; cultivate critical and creative thinking; and enhance students' employability, leadership and enterprise capabilities. A distinctive contribution of the book lies in the inclusion of student viewpoints on the understandings and educational advances proposed by the authors. Significantly, the book demonstrates how recent changes affecting higher education, such as globalisation, mass participation and marketisation, and, most recently, the pandemic crisis, can be embraced as opportunities to advance both educational understanding and educational policy and practice in OSHRM. This book will be invaluable for university educators internationally in the fields of OSHRM and for HR developers working in management and leadership development, and the book has relevance to both groups whatever their career stage, from absolute beginners through to advanced practitioners.

People Practice

Strategic and International Perspectives

Performance Management

Facilitating Reflective Learning

Learning and Talent Development

How to Design, Deliver and Evaluate Effective L&D

Human Resource Practice is a practical and accessible guide for students and anyone looking to gain a thorough understanding of HR, and is the definitive text for the CIPD's Level 3 Foundation Certificate in HR Practice. It covers all the core areas of HR including recruitment and selection, performance management, reward and learning and development (L&D) as well as providing students with the broader coverage of the business environment that they need to succeed including topics such as change management, organisational context and the legal background to employment. This fully updated 8th edition of Human Resource Practice now includes new discussion of job design, people analytics and employee mental and is fully aligned to the new CIPD foundation syllabus. Reflective practice questions, case studies and explore further boxes throughout encourage students to think critically about the content and understand how it applies in practice in the workplace. Most importantly, this book contains a dedicated chapter on personal effectiveness to ensure that students develop all the skills they need for a successful career in HR such as presentation and communication skills, empathy, resilience and guidance on how to handle difficult conversations. Online resources include an instructor's manual, lecture slides and annotated web links.

Employment Law is a practical guide to understanding and applying the law effectively at work in the UK. Tailored to the needs of practitioners it offers a complete overview of the fundamentals of employment law, examining its importance for an organization, its employees and the HR function. Using a combination of practical tools, assessments, scenarios and case studies from best practice it will build your legal knowledge of key areas including immigration, employing temporary staff, changing contracts, discrimination, equal pay, family rights, redundancy and much more. Employment Law is part of the HR Fundamentals series, offering practical advice to HR professionals starting out in their career, completing CIPD training or studying for their professional qualifications with the CIPD. It is the ideal companion to Employee Relations, also by the same author.

Written by experts in the field with a wealth of academic and practical experience, Studying Human Resource Management is essential reading for all those studying the CIPD Level 5 Intermediate qualification in HRM. With its discussion of studying HRM, managing and co-ordinating the HR function and business issues in the context of HR, this is also invaluable reading for all students on undergraduate HRM and Business and Management degrees. Studying Human Resource Management also has extensive coverage of developing professional practice and using information in HR and now includes additional material on the HR function as well as new coverage of the job of the HR manager. Supported by brand new online resources including videos, podcasts and interactive multiple-choice questions as well as an instructor's manual, lecture slides and additional case studies, this is a crucial book for all those teaching and studying human resource management.

This textbook, edited by five leading experts of the subject, provides a comprehensive overview of the key topics, debates and themes in this increasingly important field. Bridging research-led theory with industry best-practice to provide students with a definitive overview of HRD, the book draws on the international experience of its authors to tackle topics as diverse as leadership and managing development, change and diversity, workplace learning, and graduate employability. The book's approachable yet thorough writing style and lively presentation helps students to understand the topic from a critical perspective while also demonstrating how HRD plays out in reality. This is an essential textbook for undergraduate, postgraduate and MBA students of Human Resource Development on HRD or Business and Management degree programmes. New to this Edition: - New contributors and revised content, including additional coverage of careers, career management and employability - More international coverage, especially of the EU - Inclusion of topical subjects including employee engagement, skills shortage and business partnering - Improved student-friendly pedagogy and updated figures and diagrams to appeal to different learning styles - Thoroughly updated references and web links

Armstrong's Handbook of Reward Management Practice is the definitive guide to understanding, developing and implementing effective reward. It is closely aligned to the CIPD's standard in reward management and is supported by online resources for both lecturers and students. Updated to reflect the practical implications of the most recent research and discussion on reward management, this new fifth edition includes a new chapter on computerized reward management, completely updated chapters on job evaluation, pay structures, merit pay and executive pay, and new case studies. As with all of Armstrong's texts, Armstrong's Handbook of Reward Management Practice truly bridges the gap between academic and practitioner and is, therefore ideally suited to anyone studying for a professional qualification in HR, of which Reward is often a core part, in particular the CIPD's intermediate and advanced level qualifications. Online supporting resources include lecture slides, an instructor's manual and a student's manual complete with a glossary, bibliography and literature review.

Human Resource Practice

Armstrong's Handbook of Reward Management Practice

Learning and Development

Essentials for Practice

Leading, Managing and Developing People

Coaching, Mentoring and Supervision

As the global economy has changed and thus organizations with it, more learning is delivered at and through work and individuals are encouraged to utilise the opportunities that advances in technology have brought to take charge of their own learning. Essential reading for the CIPD Level 7 Advanced postgraduate unit Designing, Delivering and Evaluating Learning and Development Provision, Designing, Delivering and Evaluating L&D critically examines the

contextual factors impacting upon these activities in organizations. With case studies from the public, private and voluntary sectors as well as examples of international practice, the book helps to identify some of the challenges L&D professionals face in a range of environments. Designing, Delivering and Evaluating L&D is suitable not just for students working towards a CIPD Level 7 qualification, but also for those studying more general business

and management degrees, as well as anyone who may have studied the subject previously and wishes to engage in continuous professional development with regard to this key HR practice. Online supporting resources include an instructor's manual, lecture slides and web links.

The Encyclopedia of Human Resource Management is an authoritative and comprehensive reference resource with almost 400 entries on core HR areas and key concepts. From age discrimination, to zero hours contracts, each entry reflects the views of an expert and authoritative author. The terms included vary from singular concepts such as performance appraisal and industrial conflict, to organisational behaviour terms including organisational culture and commitment, and broader management terms such as resourcing and management development. Each entry provides a list of references and further reading to enable the reader to gain a deeper awareness and understanding of each topic. This book is an ideal companion to a standard HRM textbook, and both undergraduate and postgraduate students will find it to be of value. It will also be useful for academic researchers, HR practitioners and policy specialists looking for a succinct expert summary of key HR concepts.

This text is designed specifically for the new CIPD Certificate in HR Practice. This book covers all of the learning outcomes of the new CIPD Certificate in HR Practice.

Written for the CIPD Level 7 Advanced module of the same name, Learning and Talent Development combines a clear and concise structure and writing style with an academic and critical approach to the subject. It analyses and evaluates a range of learning and talent development theories and strategies so students can learn how to take the lead and confidently initiate, develop and implement these strategies, interventions and activities in the workplace.

Covering key topics such as the national and organizational context of learning and talent development, concepts related to individual and organizational learning and the functions associated with managing learning and talent development in the context of professional practice, Learning and Talent Development equips individuals to meet the expectations placed upon those performing specialist roles in developing others and is therefore also ideal for undergraduate and postgraduate students of human resource management or business students taking a module in human resource development or learning and development. Online supporting resources include web links for each chapter, lecture slides and an instructor's manual complete with lecture handouts and additional case studies per chapter.

Developing People and Organisations introduces and explores concepts relevant to the learning outcomes for the optional units in CIPD's Level 5 Intermediate qualifications in human resource development (HRD) and organisational design and development. It provides a practical and accessible exposition of key theories informing the professional practice of HRD so students can explain and analyse the organisational context of HRD practice and describe, compare and critically evaluate theories and approaches. Written and edited by CIPD-accredited experts in the field and mapped to CIPD's HR Profession Map, Developing People and Organisations covers key topics such as organisation design and development, developing coaching and mentoring in organisations, meeting OD needs and developments in HRD. It includes reflective activities, annotated further reading, a glossary and case studies to encourage the application of theory to a practical working environment. Online supporting resources include an instructor's manual, additional case studies, multiple-choice questions and annotated web links.

Insights, Strategy and Solutions

Human Resource Management at Work

Designing, Delivering and Evaluating L&D

Improving Performance Through Reward

Employee Relations

A Critical and International Approach

Leading, Managing and Developing People is critical reading for all those studying the CIPD Level 7 Advanced module in Leading, Managing and Developing People as well as all HR and L&D practitioners. It provides extensive coverage of the aims, objectives and contribution of HRM such as the scope and nature of human resources, HR's role when organisations grow and how to ensure professionalism and ethical behaviour when managing people. This book also includes discussion of major contemporary themes in leadership and the psychological contract. This ensures that readers are fully prepared to lead, manage and develop staff in the new world of work. With rigorous academic underpinning and clear theoretical exploration, Leading, Managing and Developing People also includes practical advice on key activities including recruitment, job design, performance management, motivation and reward. Supported by online resources including an instructor's manual, lecture slides, international case studies, example essay questions +

David McGuire's student-friendly introduction looks at Human Resource Development on an individual, organisational and societal level analysing how HRD can play a major role in organisational innovation, in developing communities and society and in operating on a cross-national and international basis. Key features: Links key training design and learning theories to broader economic and societal issues for a more holistic and in-depth understanding of the field. Seven brand new chapters ensure a good fit with HRD pro development, strategic HRD, knowledge management, the environment, ethics and CSR and the future of HRD. High profile case studies in each chapter bring the theory to life including Apple, Massive Open Online Courses, Barclays, Stephen Lawrence, Lloyds Pharmacy, Marriott Hotels, Netflix, Black and Decker, Google, Colgate-Palmolive, Marks and Spencer and Valve. Case vignettes throughout the chapters highlight HRD in action and provoke critical analysis and discussion, including How a Beer Can Aided the Design of

in a Decade. An Appendix contains advice on preparing for an HRD examination as well as example exam questions and sample answers, to ensure examination success. Chapters map to the CIPD's requirements at levels 5 and 7 making it an ideal core text for accredited and non-accredited programmes alike.

Drawing on the latest research, Employment Relations is a key text for anyone studying the CIPD Level 7 Advanced module Managing Employment Relations as well as all those looking to expand their knowledge and understanding in this area. Covering both the conceptual debates and contextual factors relating to employment relations as well as key management interventions, this is invaluable reading for anyone looking to understand both the theory and practice of employment relations. With coverage of the main

local, national and global effects on employment relations, Employment Relations provides a thorough grounding in the international context of employment relations. With comprehensive consideration of key workplace issues including employee engagement, discrimination, conflict, downsizing and redundancies, this is ideal reading for students and practitioners alike. Packed with exercises, examples and case studies, this book allows readers to take a critical approach to this crucial topic. Online supporting resources

reading

HR functions within both internal and external contexts. The understanding of both contexts is crucial for comprehending how and why they drive HR strategies and practices in organizations, as well as the rules and structures within which they work. Built around five major themes which impact upon the HR function, and mapping to the CIPD Level 7 Advanced module of the same name, Human Resource Management in Context enables students to understand the complex and changing organizational context in which globalization and government policy to demographic, social and technological trends. This fully updated 4th edition of Human Resource Management in Context includes a range of pedagogical features, balancing theory with practical application to form an engaging insight into the strategic side of HR. It includes enhanced emphasis on the impact of the external environment on the HR profession, a discussion of the impact of technology and social media, increased coverage of ethics and CSR and links to the HR Profession Map, annotated web links and guidance for the chapter activities.

This new edition of the leading text on employee development offers a strong strategic perspective on the subject area. It has been designed specifically to cater for the CIPD Professional Standards for the Learning and Development module, as well as for Learning and Development or Employee Development modules on HRM and business degree programmes. Written by the CIPD Chief Examiner for Learning and Development, the text offers comprehensive and balanced theory and practice for CIPD and non-CIPD students.

Introduction to Human Resource Management

Fairness and Trust in the Workplace

The Success Case Method

Driving Performance through Learning

Learning and Development Practice in the Workplace

Find Out Quickly What's Working and What's Not

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 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.

With a strong focus on employability, this new text treats international, strategic and contemporary issues as central to the study and practice of Human Resource Management. Covering the core curriculum, this book provides all the knowledge and tools you need to get the best possible grades and achieve great career success after university. Key Features * International perspectives are woven into discussion and case studies to prepare you for the realities of the global workplace. Coverage includes the emerging you to secure a job in the tough economic climate, whether as an HRM practitioner or as a line manager. Skills objectives and boxes highlight key skills and focus your learning. * Contemporary and strategic issues of ethics, justice, CSR, performance, advantage and change are explored to enhance your understanding of the HRM functions. * Not-for-profit, the voluntary sector and SMEs are explored fully to ensure that your skills can be applied in a range of organisational settings, improving your flexibility and employability through 'Debating HRM' boxes. * Companion Website provides both lecturer and student resources to develop your knowledge and improve grades. - For lecturers: PowerPoint, longer case studies, an exam question text bank and an instructor's manual. - For students: skills development exercises, a flashcard glossary, answers to end-of-chapter questions, and SAGE online readings. Mapped to the CIPD's latest learning outcomes at intermediate level, this exciting new text is ideal for CIPD students and indeed any student of HR. Reward Management is a comprehensive guide to all elements of reward in the workplace. From the theoretical frameworks and legal context of reward through to practical application in the workplace, this book provides all the essential information for both students of reward management and practitioners involved in reward management in organizations. Covering all the key areas of reward management including pay structures and pay setting, job evaluation and employee benefits, Reward Management is a key qualification in HR. This book also includes guidance on non-financial reward and new coverage of the gender pay gap, executive reward and pay ratio reporting. There is also extensive discussion of international reward including the impact of different cultures on reward, benefits for multi-local talent, rewarding expatriates and why one size of reward doesn't fit all. Accompanying online resources include lecturer guides, lecture slides and multiple choice questions for students.

The International Encyclopedia of Hospitality Management is the definitive reference work for any individual studying or working in the hospitality industry. This new edition updates and significantly revises 25% of the entries and has an additional 20 new entries. New online material makes it the most up-to-date and accessible Hospitality Management encyclopedia on the market. It covers all of the relevant issues in the field of hospitality management from both a sectoral level: Lodging, Restaurants/Food service, Tourism, Marketing, Strategic Management, Human Resources, Information Technology and Facilities Management. Its unique user-friendly structure enables readers to find exactly the information they require at a glance: whether they require broad detail which takes a more crosssectional view across each subject field, or more focused information which looks closely at specific topics and issues within the hospitality industry today.

Developing People and OrganisationsKogan Page Publishers

Human Resource Management in Context

Human Resource Development

Studying Human Resource Management

Learning for Organizational Development

Resourcing and Talent Management

Developing People and Organisations

This is the second edition of the successful text published in 2000. The text continues to include self- assessment exercises, exam question, further reading and research and uses short case studies and articles to relate theory to practice. The new edition is completely up-dated with more extracts from Personnel Today and linked in to a website provided by the authors. The book provides excellent coverage of the CIPD syllabus for three core areas of the CIPD syllabus, Managing People, Managing Activities and Managing a business context. New end of chapter website links are included.

A leading textbook in its field, Human Resource Management at Work provides a clear introduction to the multiple meanings of HRM and the relationship between strategy and HRM. Covering international and comparative HRM as well as HRM and performance, it is filled with case studies and activities to bring the subject to life while summarizing the major forces shaping HRM and looking at the principal theoretical frameworks. Ideal for business and HR students taking a critical look at HRM theory and practice, this fully updated 6th edition of Human Resource Management at Work combines the latest research with real-world examples. Linking theory with practice, it encourages a critical awareness of HRM through case studies, real-world examples and activities. Now with a closer analysis of the forces shaping HRM at work and the growth of insecure work, it also features new case studies, an updated literature review and a stronger emphasis on International and Comparative HRM. Knowledge intensive firms, employee engagement and talent management are discussed in detail as well, as is the role of bodies such as 'Engage for Success' in promoting new methods of working. Online supporting resources include an instructor's manual and lecture slides.

This is the only text designed specifically for the CIPD Certificate in HR Practice and covers the learning objectives for all units of the course.

To maximise enjoyment of work and life requires a continual response to the changing world in which we live. Are you living to work or working to live? What would you like to be doing? We need to look within at our latent skills and abilities and explore ways of building on our current talents and developing new aspects of ourselves. Continuing Professional Development explores the importance of continuing professional development (CPD) and the different methods that can be used to analyse development needs and create and implement a CPD plan. It provides practical guidance and a theoretical overview of CPD, including examples and case studies. This fully updated 2nd edition of Continuing Professional Development includes increased coverage of the critical debate about issues in CPD, outlines how to organize and encourage CPD and provides guidance on how senior members of the profession can use their own CPD activities and self-diagnostic tools, critical debates about issues and coverage of how to organize and encourage CPD all bring the topic to life for CIPD students undertaking the Professional Development Scheme as well as general readers seeking to encourage CPD in the workplace. Online supporting resources include an instructor's manual and lecture slides.

This core textbook on human resource development (HRD) focusses on a topic that has emerged as one of the most dynamic and multifaceted areas of business and management for both academics and practitioners. Providing an engaging and succinct discussion of the topic, this textbook tackles HRD from a basic introductory level, covering the major areas of HRD, including strategic HRD, the interaction between leadership, talent management and HRD, and HRD in large and small enterprises. With a unique blend of theory and practice, alongside innovative learning tools such as videos and active case studies, this text will help students to succeed in their HRD courses and to develop important practical skills for their future career. This is the perfect textbook for first and second year undergraduate students, as well as for post-experience students, studying introductory modules on Human Resource Development, Training and Development, or Learning and Development.

EBOOK: INTRO TO HUMAN RESOURCE

Managing People in Organisations

Core Management for HR Students and Practitioners

Develop Employees through Effective Workplace Learning

A Global and Critical Perspective

Organisation Studies and Human Resource Management

Studying Learning and Development is the essential textbook for anyone studying the field in order to further their professional development, and HR practitioners wishing to extend their understanding of its background and practical application. With a clear layout that is easy to navigate, it takes you step by step through developing the knowledge and skills required for professional practice, understanding the broader context of learning and development - including the influential factors that suit your organisational needs - and fully utilising learning and development data in order to build a business case for its value within your organisation. Written and edited by experts in the field with a wealth of experience in teaching, writing and examining, Studying Learning and Development is the first and only text to map the unit learning outcomes of the three core modules for the CIPD Level 5 Intermediate level qualification. Its broad coverage means that it is also ideal for a wider HR or business degree and wanting to gain a deeper appreciation for the knowledge, skills and planning required for the success of its policies and activities in practice. The additional resources available online, including multiple choice questions for self-assessment, web links to further resources, extra case studies and a glossary of key terms, as well as lecturer slides, guides and text banks, will enhance learning of the text and ensure thorough grounding in the theory. The additional resources available online, including multiple choice questions for self-assessment, web links to further resources, extra case studies and a glossary of key terms, as well as lecturer slides, guides and text banks, will enhance learning of the text and ensure thorough grounding in the theory. 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Alternatives, Consequences and Contexts

Encyclopedia of Human Resource Management

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Facilitating Reflective Learning: Coaching, Mentoring and Supervision is written by two leading experts in the field. The text explains how coaching and mentoring works in different situations. The authors guide the reader through key learning theories; describe the different models available for coaching and mentoring; and demonstrate how they can be applied in practice. In this completely revised new edition, robust theory is backed up by practical advice and numerous case studies. The coaching and mentoring skills used in different situations are clearly described. Ready to use resources include templates for contracting, reviewing and evaluating, as well as guidance on group dynamics for team coaching and group supervision. Advice is also included on sensitive areas such as the boundary between mentoring or coaching and therapy, and the desirability of supervision.

Continuing Professional Development

A Concise Introduction

Human Resource Management

Reward Management

Context, Practice and Measurement