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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 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.

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, Time-share, Clubs and Events as well as a functional one: Accounting & Finance, 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.

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.

People Resourcing Contemporary HRM in Practice Pearson Education

The Handbook of Experiential Learning In International Business is a one-stop source for

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international managers, business educators and trainers who seek to either select and use an existing experiential learning project, or develop new projects and exercises of this kind. This edited collection captures current thinking about and future practices and strategies for human resource development (HRD). It brings together contributions from a number of leading academics, practitioners and consultants who are active in the debate about the future of HRD. As the world of work grows ever more complex, diverse and ambiguous, there is growing interest in how technology, globalisation, changing workforce demographics and talent development can play a greater role in developing organisations for the future. In this context, HRD is a critical tool to address current complexity and offer solutions to organisational learning needs. Split into two volumes covering technology and innovation as well as the role of HRD in disrupting management and organisational thinking, these books provide analyses of the role of HRD in addressing the needs of the digital revolution. Volume I focuses on how technology affects organisational and individual life through innovation, creativity and learning. Contributions explore the growing trends around technology and how HRD could respond to these changes at the micro and macro levels. Together the two volumes offer a highly reflective, critical and insightful assessment on the foundations of HRD in the workplace. Human Resource Practice provides 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. International case studies, examples and activities enable the reader to engage with the key areas of practical HR management, including the legal background to employment, learning and development, change in organizations and employee relations. This fully updated 7th edition of Human Resource Practice explores the

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application of models within the practice of HR, including the Ulrich model, timely discussion on employee engagement and well-being in the workplace, and further information on the practical elements of HR, including law, recruitment and selection, performance management and reward. From two renowned experts in HR practice, this clear and in-depth text will provide you with all the skills and information that you need for a successful career in HR. Online resources offered are useful and relevant for both students and tutors, including instructor's guides, lecture slides and annotated web links.

The training and development needs of any workforce vary dramatically between the generations and levels even so far as the style of communication needed to be effective. At the same time training budgets are tighter than ever before and training departments are increasingly marginalised as informal learning in a cyber workplace grows. So how can you tackle the challenges of this environment effectively? Complete Training looks at the employee life cycle and posits a series of training challenges and opportunities relevant across each stage - from new hires to the éminence grise of the organisation - the objective is to enable learning and development practitioners to build individual capability and an organisation with a memory, continually learning from its own endeavours. By looking at how learning organisations succeed, complete training seeks to re-position L&D as central to the business, central to strategy and central to the organization's mission.

Introduction to Human Resource Management is a comprehensive and accessible guide to the subject of HRM. Drawing on the authors' experiences in both the public and private sectors, and underpinned by academic theory, this textbook follows the logical sequence of the employment cycle and shows how human resource management plays out in practice. It

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covers organizational culture, the role of the HR practitioner, HR planning, recruitment and selection, talent management, L&D, motivation and performance, health and safety, diversity and equality, employment law, change management and handling and managing information. With a range of pedagogical features, including contemporary case studies and review questions, Introduction to Human Resource Management maps to the CIPD Level 3 Foundation Certificate in HR Practice and is also ideal for foundation and undergraduate students encountering HRM for the first time. This fully updated 3rd edition has been revised and expanded to include the rise of social media and e-recruitment, the ideas of employer branding, onboarding and socialization for attracting and retaining staff, new methods for delivering learning and development events and updates on legislation. Online supporting resources include an instructor's manual and lecture slides.

A brand new concise introductory text in human resource development that has a skills-building, practical focus yet is underpinned by the latest academic research. Highly engaging and accessible it brings the subject to life through innovative learning tools including videos and active case studies.

How do you systematically decide and communicate strategic performance aims, objectives, priorities and targets? How do you plan effective policies and practices? Which techniques, rewards and sanctions should you use to improve performance? How do you critically evaluate the effectiveness of performance management? Performance Management combines theory and practice to help

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students master these key concepts and apply their learning. Mapping to the CIPD Level 7 Advanced unit by the same name, the book is a core text for any student taking a performance management module at undergraduate or postgraduate level. Featuring examples from a range of sectors and organizations across the globe, Performance Management is packed with pedagogical features such as learning outcomes, case studies, activities, reflection questions and further reading to fully engage students with the subject. Online supporting resources include an instructor's manual, lecture slides and annotated web links for students.

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 players in employment relations - Trade Unions, Employers and the State - and critical discussion of the local, national and global effects on employment relations, Employment Relations provides a thorough grounding in the international context of employment

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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 include an instructor's manual, lecture slides, additional cases, annotated web links and further reading.

In today's complex, uncertain and ambiguous business environment, it is essential to develop a workforce's capabilities, skills and competencies to ensure continued organizational success. Learning and Development is a practical guide to the fundamental principles of designing and delivering training and L&D programmes effectively in any size of organization. It demonstrates how to link learning to strategic business goals and explores both the benefits and complexities associated with L&D. Using a combination of practical diagnostic tools, scenarios and case studies, this essential introduction builds knowledge in areas including identifying L&D needs, selecting the most appropriate types of intervention and the processes of measurement and evaluation. This updated second edition of Learning and Development covers the latest trends and developments in the field, such as e-learning, gamification and Massive Open Online Courses (MOOCs), as well as new material on learning measurement and

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additional international case studies. Online resources include extended case studies, an annotated literature review and self-evaluation tools to support readers in understanding where they are and how to develop their capabilities. The HR Fundamentals are a series of succinct, practical guides for students and those in the early stages of their HR careers. They are endorsed by the Chartered Institute of Personnel and Development (CIPD), the UK professional body for HR and people development, which has over 145,000 members worldwide.

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 on achieving strategic objectives and developing policies 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

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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 any students studying Learning and Development as part of 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. There are also six ebooks available to support the CIPD Level 5 Studying Learning and Development optional modules. This book advances educational understanding and practice in Organisation Studies and Human Resource Management (OSHRM). It develops new theoretical perspectives on learning in OSHRM and introduces and evaluates 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

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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.

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,

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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 HR operates today by providing a comprehensive breakdown of the concepts, theories and issues from 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 analysis 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. Online supporting resources for lecturers include an instructor's manual, lecture slides, annotated web links and guidance for the chapter activities.

Human Resource Development provides a comprehensive overview of the key topics, debates and themes in this increasingly important field. Written by a team of leading experts, the book balances 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, covering topics as diverse as leadership and development; change and diversity; workplace learning and

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graduate employability. New to this edition: • Additional coverage of careers, career management and employability • Inclusion of topical subjects including employee engagement, skills shortage and business partnering • Improved student-friendly pedagogy including real life case studies, discussion questions and chapter summaries • Thoroughly updated references and web links Human Resource Development is an essential text for undergraduate, postgraduate and MBA students of HRD.

Shortlisted in the Management and Leadership Textbook Category at CMI Management Book of the Year Awards 2017 'In this new, original book, Cecilie Bingham puts fairness, trust, organisational justice, and power at the heart of employment relationships in a variety of settings. This thought-provoking text provides academic, practical and theoretical insights into the contested nature of contemporary work and employment relations at workplace level. It should become essential reading for students, scholars, practitioners and policy-makers in the field.' - Professor David Farnham, University of Portsmouth, UK Mapped to CIPD learning outcomes at level 5 and level 7, Employment Relations: Fairness and Trust in the Workplace critically reflects on current research, commentary, evidence and practice in the employment relationship with a unique focus on organizational justice. Combining theoretical concepts, tools and models with

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practical examples, it is packed with innovative learning features designed to help students to engage with the subject, including: Extracts of recent news items linked to chapter content Insights to help link theory and practice supported by podcast interviews on the book's companion website A series of case study 'snippets', activities and revision exercises. The book is complimented by a companion website featuring a range of tools and resources for lecturers and students, including PowerPoint slides, Instructors' manual, multimedia links and free SAGE journal articles. Suitable for Undergraduate and Postgraduate students on Employment Relations, Industrial Relations or HRM courses.

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.

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

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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.

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 modules on MBA programmes. New to this Edition: - Brand new chapters on Talent

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Management, International Assignments, Managing Global 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

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 a range of 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.

Where other functions of an organization deal in profits, sales growth, forecasts and strategic planning, the HR function is responsible for employee well-being, engagement and motivation. Such concerns do not immediately conjure up images of analytical know-how, despite the fact that in reality the management of such things often requires a lot of measurement and

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technical skill. Predictive HR Analytics provides a clear, accessible framework with which to understand and work with HR analytics at an advanced level, taking HR professionals through examples of particular predictive models so they can develop effective HR strategies based on evidence. Predictive HR Analytics will show step-by-step, using simple terms, how to carry out analysis (using the statistical package SPSS) and interpret the results, helping to communicate the potential of HR analytics and get the most out of the HR function, whether carrying out the analysis or briefing external consultants. The book will help deliver a credible and reliable service to businesses by providing metrics on which executives will be able to make sound business decisions. Online supporting resources include data sets for using alongside the book.

This book has been primarily written for people who are interested and involved in helping students maximise the learning and development they gain from their higher education experience. The authors contributing to this book hope that their attempt to examine and give practical meaning to the idea of lifewideness makes sense to you and helps you support and facilitate development of people in your professional context. We hope also that it might have meaning for you in your own life. The book is also written for people who are helping higher education institutions develop a better understanding of the ways in which students engage in and are shaped by their whole life experience while they are studying. And for those people who are trying to bring about change in institutional practice, particularly those who are finding it challenging, we hope the contributions in this book will reinforce your conviction that this is a worthwhile thing to do. In recent years, Universities in the UK have been encouraged to evaluate what they do through the lens of the students' experience. This has resulted in an

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increasing institutional interest and awareness in the way in which students integrate higher education with their life beyond the campus. Student Support Services in some universities have been inspired by the visionary report 'Learning Reconsidered: A Campus-wide Focus on the Student Experience' (NASPA and ACPA 2004). We hope that this book will encourage and be of value to those who make decisions or who create policies relating to the student experience.

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. A leading textbook in its field, Human Resource Management at Work is a comprehensive guide to the theory and practice of HRM. Divided into four key parts, the first part of the book covers HRM strategy and the global context, the forces shaping HRM at work and international

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and comparative HRM. Part Two discusses the role of HR professionals and line managers in the workplace, and how the responsibilities for delivering effective HR vary in a changing world of work, Part Three has expert coverage of the key areas of HR including resourcing and talent management, learning and development (L&D), reward and employment relations. The final part examines the impact that HRM can have on business performance and also outlines the key knowledge and skills required to carry out a business research project. Fully updated through, this seventh edition now has new coverage of diversity and inclusion (D&I), workplace analytics, ethics, wellbeing and precarious work as well as additional coverage of the alignment of HRM with organisational strategy and the integration of different components of HRM. Human Resource Management at Work includes new global case studies, reflective practice activities to encourage critical thinking, exercises to help the consolidation of learning and 'explore further' boxes to encourage wider reading. Aligned to the CIPD Level 7 qualification yet also relevant on non-CIPD accredited HR masters courses, this book covers everything students need to excel in their academic studies and will ensure that they can hit the ground running in a practitioner role after university. Online supporting resources include an instructor's manual and lecture slides.

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

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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 CPD training or studying for their professional qualifications with the CIPD. It is the complementary partner title to Employment Law, also by the same author.

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

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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.

Skills of Management and Leadership 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. Key benefits:

- Clearly and accessibly written
- Lively case studies reveal the reality of management today
- Filled with engaging learning features such as end of chapter questions and appendices to help readers with self-development

This is the ideal introductory text for undergraduate and postgraduate management students.

Facilitating Reflective Learning: Coaching, Mentoring and Supervision is written by two leading experts in the field. The text explains how coaching and mentoring

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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.

This text describes, analyses and synthesises a wide range of contemporary issues from research and practice in the field of individual and collective workplace learning and development. Enables students and managers of learning and development (L&D) to understand the theory and practice of L&D in organizations. Explores the concept of learning from a variety of perspectives through the use of examples of research and practice from all over the world. Takes a broad view of learning as encompassing both explicit and implicit and individual and collective learning processes. Argues that the practice of L&D should be based upon a rigorous theoretical and empirical base. Each

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chapter uses synopses of research studies and case studies from businesses to illustrate the most important theories, concepts and models. Lists of key concepts, knowledge outcomes, 'perspectives from practice', 'perspectives from research', discussion points (for individual or class use), and concept checklists to benefit both students and teachers. Is illustrated throughout with diagrams, tables and 'L&D facts and figures'.

Learning for Organizational Development presents how to design, deliver and evaluate effective learning and development (L&D) programmes. This definitive guide to L&D's function in enhancing individual performance and organizational success is a core text for those studying for L&D qualifications such as the Chartered Institute of Personnel and Development (CIPD) Intermediate level as well as a useful handbook for L&D professionals looking to further their understanding of the latest developments. Complete with case studies and reflective questions to aid comprehension, Learning for Organizational Development considers the strategic business function of L&D for communicating the vital contribution that it makes to both individual performance and organizational success. It explores the role of L&D in talent development, showing how to support line managers in developing their people to drive retention and attraction. It also addresses the importance of developing the

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leadership capability within the organization, and provides practical guidance and examples of what works.

Resourcing and Talent Management provides broad and accessible coverage of key topics such as employment markets, flexibility, fairness, diversity, human resource planning, recruitment, employer branding, retention and retirement. Including in-depth discussion of dismissals and redundancy, this textbook is the essential companion for the CIPD Level 7 Advanced Resourcing and Talent Management module. This fully updated 7th edition of Resourcing and Talent Management includes new information on social media and e-recruitment, additional discussion of flexible working and a brand new chapter on global resourcing. Including new international examples and case studies throughout this is essential reading for all students studying a resourcing, recruitment, selection or talent management module on HR or business masters degree. Online supporting resources for lecturers include an instructor's manual, lecture slides and feedback on exercises included in the book. There are also brand new student resources including multiple choice questions, reflective questions and further reading.

EBOOK: INTRO TO HUMAN RESOURCE

To maximise enjoyment of work and life requires a continual response to the

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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 and benefit from 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.

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

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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.

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

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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.

It has become evident within higher education and within (or in partnership with) the workplace that there is a growing demand for an integration of learning within the workplace. Formal and intentional models and processes utilizing experiential learning methods and pedagogy are often referred to as work integrated learning. However, there is a vast cross-conceptualization evident within the field between

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concepts such as work-related learning (WRL), workplace learning (WPL), work-based learning (WBL), work integrated learning (WIL), and experiential learning (EL). Furthermore, there are vast differences between different applications such as apprenticeships, higher degree apprenticeships (HDA), co-operative education (Coop), internships, placements, projects, sandwich courses, practicums, and more. There is a new focus on the impact of WIL on the future labor force, specifically of generations Z and Y. Applications of Work Integrated Learning Among Gen Z and Y Students presents educational and theoretical concepts related to WIL and Gen Z and Y students as a workforce. The chapters include coverage not only on these concepts, but in-depth research on the implications of WIL on these generations, educational themes in WIL, and WIL innovation. The topic of WIL and all its applications are covered in a global context and for all fields of work, focusing on the skills and expertise gained from the students of work-based learning along with insights on how work-based learning is implemented by teachers and educational administrations. This book is a valuable reference tool for in-service and preservice teachers, administrators, teacher educators, human resources and career development management, practitioners, stakeholders, researchers, academicians, and students interested in insight, theory, and practical examples of WIL from around the world and the

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impact these have within the workplace as related to generations Y and Z. This book focuses on the resourcing of organisations with people and fully meets the CIPD performance indicator for the People Resourcing and People Management and Development Professional Standards. However, it also goes beyond this remit by integrating contemporary issues in HRM, avoiding prescriptive solutions and encouraging critical evaluation. The balance between academic rigour and practitioner relevance, together with the breadth and versatility of the content, enables the book to be used effectively not only for modules based on the CIPD Professional Standards but also for HRM modules on upper Undergraduate and Masters programmes.

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 a 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.

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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.

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