

Mastering Human Resource Management Palgrave Master Series Business

Mastering Microsoft Office Helen Holding 2017-03-04 This new edition of Mastering Microsoft Office provides a concise, practical guide to the essential features of Microsoft Office. With updated coverage of Office 2000, this book offers guidance on the most useful aspects of Word, Excel, PowerPoint and Access. It also includes a new chapter on Outlook. Step-by-step instructions take the reader through a series of connected tasks which are illustrated with screenshots to aid understanding. Exercises, multiple choice questions and worksheets help to consolidate knowledge, making this book ideal for use on courses, and for self-study in the home or office.

Mastering Financial Management John Whiteley 2017-11-23 This book offers a unique blend of academic rigour and practical insight and uses examples and illustrations drawn from a wide range of real-life situations. Mastering Financial Management will help you to tease out meaning from company accounts, make your financial reports interesting and influential, manage budgets and motivate people to achieve targets, and much more. Ideal as a text for all students requiring an introduction to financial management and for business managers with no financial background.

International Human Resource Management Daniel Wintersberger 2017-11-03 In the face of globalization, multinational companies have become the norm, rather than the exception. HR professionals now need to manage across borders, cultures and time zones, meaning that a complete understanding of the theory and practice of International Human Resource Management (HRM) is essential. International Human Resource Management is a concise introduction for all students studying International HRM at the Masters level. It covers everything from the cultural and institutional contexts, international employment law and the role of International Framework Agreements to recruitment and selection, training and development, performance management, reward and benefits, job design and other functional areas of International HRM. With numerous industry examples and global case studies from companies such as Telefonica, Unilever and Volkswagen, International Human Resource Management goes beyond the theory to fully explore how International HRM works in practice. It is an indispensable textbook to prepare students for successful careers in human resources. Online supporting resources include additional case studies, lecture slides for every chapter, self-test exercises for students, discussion questions and further reading.

Mastering Fashion styling Jo Dingemans 1999-11-11 Fashion is a very popular subject among young people. Any course with fashion as a prefix attracts lots of students. Despite this, many prospective students and people have little idea what jobs in the fashion industry entail. Fashion Styling is one of the least well researched areas in fashion colleges. The emphasis is put on the end result, i.e. visual imagery, rather than the process of creating it. This 'how to' book provides an insight into the processes you have to follow to work in this area, be it editorial, commercial or show styling. It includes an eight-week introductory programme to the subject and projects whereby students can simulate professional practice and learn the techniques and skills necessary for a career in styling. At the end of the book there is a source directory, a glossary of terms, and a bibliography which provide reference points for further research and study.

Mastering Modern World History Norman Lowe 2013-05-17 The fifth edition of this bestselling book is for school and college students taking courses in Modern World History and for undergraduates in History and International Relations. It is a complete, self-contained, lively and highly readable course, suitable for individual study or classroom use. The general reader who wishes to find out how the world got into its present state will also find the book useful. Key features of the fifth edition: - A new chapter on Latin America and its changing relationship with the USA - New sections on the Arab Spring, the 2008 financial crash and its aftermath, and the European Union in crisis - New material on the changing face of communism in China; USA: Bush to Obama; Russia under Putin and Medvedev; the continuing conflict between Palestinians and Israelis and the 'war against terrorism' Content includes: - A survey of international relations and war from 1900 to 2012 - Europe and its history - the rise and fall of fascism and communism - International affairs of the major superpowers - USA, Russia/USSR and China - International conflict -The Holocaust, 9/11 and the fall of Saddam Hussein - Decolonization and subsequent events in Africa, and the rise of political Islam - Global problems - climate change, economic crises, the population 'explosion' - Mention of disagreements and controversies among historians, as well as new interpretations and discoveries Norman Lowe has had many years' experience of teaching History at all levels, and for 25 years was Head of History at Nelson and Colne College in Lancashire. He is the author of Mastering Modern British History and Mastering Twentieth Century Russian History. Fully updated companion website with examples of document questions for each chapter www.palgrave.com/masterseries/Lowe

Mastering Team Leadership Roger Cartwright 2017-03-14 Team working is vital to organizational success. This up to the minute consideration of the roles played by teams and leaders is designed for students and professionals who require practical examples to bring the concepts of team leadership to life. With examples from across the globe and a careful blend of theory and practice, the book is intended to inform the debate about how teams should be employed in work situations. Website links and additional reading material to assist in the study of team leadership are included on an ancillary website.

Mastering COBOL Programming Roger Hutty 1997-11-11 This second edition of Mastering Cobol Programming is a comprehensive guide to good programming practice, program design and code. It contains two new chapters, on Intrinsic Functions and Program Errors, Testing and Debugging. Each chapter has been revised to make full use of the COBOL 85 Standard. The book discusses the different groups of modules that comprise the COBOL language, and each chapter ends with practical exercises. It is suitable for undergraduate and diploma students on commercial computing and business courses, and is a valuable reference for professionals in data processing. It is a complete self-study COBOL text.

Mastering Psychology Roger Davies 1995-11-11 Ideal for A/AS-level, BTEC, Further and Adult Education courses, Introduction to degrees. This comprehensive book covers a rapidly changing subject and provides the basis for understanding both the theories and practical aspects of the subject. This second edition has been fully revised to incorporate guidance on presenting practical work, the psychology of work and the use of statistics in psychology.

American Book Publishing Record 2004

Armstrong's Essential Human Resource Management Practice Michael Armstrong 2010-06-03 Armstrong's Essential Human Resource Management Practice provides a complete overview of the practices and processes fundamental to managing people. The text provides a thorough introduction to the core areas of HR including: people resourcing, performance management, learning and development and rewarding people. It also examines the contribution of HR to organizational aims and objectives and how it is integrated within the business. The book is accompanied by online resources for both lecturers and students and adopts an increased focus on employee engagement, a concept which is becoming increasingly prominent in people management, but which is often presented as a mantra without being properly understood; this is examined in detail with reference to recent research. Michael Armstrong's original Handbook of Human Resource Management is the classic text for all those studying HR or who are entering the profession for the first time. In this new title Michael Armstrong provides a condensed text which has been rewritten with the non-HR student or professional in mind, describing and evaluating key HRM concepts such as: HRM itself; strategic HRM; the resource-based view; the choice between best practice and best fit; human capital measurement; motivation theory; emotional intelligence; the flexible firm; the learning organization; and financial rewards. Online supporting resources for this book include lecture slides, an instructor's manual, case examples and a literature review.

Mastering E-Business Jonathan Groucutt 2004-03-22 An introduction to the key concepts and challenges of e-business, the emphasis of this text is on the management issues relating to the subject.

The Oxford Handbook of Management Adrian Wilkinson 2017 This handbook analyses and explores the evolution of management; the core functions and how they may have changed; its position in the culture of modern society; the institutions and ideologies that support it; and likely challenges and changes in the future.

Mastering the Globalization of Business Roger Cartwright 2004-05-18 "Globalization as the term is used in this book is the process where by organizations offer their products and services on a global rather than a local basis and in doing so become part of a global economy. More and more organizations are reaching out to a wider, more global market place. As this process increases then an understanding of how globalization may affect business is becoming a prerequisite for an organization. This book provides an overview of the implications of globalization on management and business. It commence with a brief history that shows that globalization is not just a late twentieth and early twenty-first century phenomenon. It looks at the global implications for customer relationships, marketing, human resources, finance and information. It includes think/discussion points to use in stimulating thought and questions, web links and case studies to increase and deepen understanding." -- BACK COVER.

International Human Resource Management Anne-Wil Harzing 2014-11-25 "I enthusiastically endorse the fourth edition of IHRM. The editors are to be congratulated for recruiting the top-rated authors in this field to contribute to this volume. The chapters are up to date, insightful, and sometimes even provocative. Students, including post-grads and advanced undergraduates, as well as savvy practitioners, will benefit from reading this volume." Neal M. Ashkanasy, Professor of Management, The University of Queensland Anne-Wil Harzing and Ashly Pinnington's bestselling textbook has guided thousands of students through their International Human Resource Management studies. The fourth edition retains the critical edge, academic rigour and breadth of coverage which have established this book as the most authoritative text on the market. The new edition by our international team of experts provides an even more stimulating journey through the core curriculum, contemporary debates and emerging issues in IHRM. New for the fourth edition: Reduced number of chapters to allow for greater depth and an improved structure ensuring fundamental topics underpin your knowledge Expanded coverage of Equality and Diversity, Corporate Social Responsibility and Sustainability and Cross-Cultural Management in line with developments in the field New Stop and Reflect feature provides an opportunity to test your understanding at regular intervals This text comes with access to a companion website containing web links, SAGE journal articles and more.

KNOWLEDGE, BELIEF AND CULTURE IN HUMAN RESOURCE MANAGEMENT FOR HR PRACTITIONERS AND ENTREPRENEURS Arbab Akanda (FCIPD, UK) 2015-02-26 THIS BOOK IS FOR THOSE WHO WANT TO MAKE A POSITIVE IMPACT ON THE SOCIETY THROUGH ORGANISATIONS THAT VALUE HUMAN RESOURCES IN THE TRUE SENSE AND SPIRIT

Strategic Human Resource Management: Volume 1 Feza Tabassum Azmi 2019-05-23 This book provides a comprehensive and up-to-date text in the subject. It seeks to address a wide gap existing in terms of the availability of a book that provides extensive coverage in the field. It aims to provide students in human resource management courses and practising managers with a comprehensive view of essential concepts and techniques in a highly readable and understandable form. This book particularly focuses on practical applications, examples and cases that managers can utilise in gaining insights into the subject in order to carry out their HR-related responsibilities. It focuses on practical applications, examples and cases that will be useful for both students and HR managers. It serves two important purposes: to provide an academically rigorous study, and at the same time, offer comprehensive and user-friendly pedagogy. The case studies cited in the book are from across the globe, including studies from India, and will appeal to a large audience.

GCE AS Level Applied Business Double Award for OCR Robert Dransfield 2005-09-27 This full colour student book covers a further five units for students to achieve the Double Award, and is exactly matched to the specifications of OCR.

GCE AS Level Business Single Award for OCR Robert Dransfield 2005-07-07 This full colour student book covers all of the mandatory units for students to achieve the Single Award, and is exactly matched to the specifications of OCR.

Handbook of Research in International Human Resource Management Günter K. Stahl 2012-01-01 Acclaim for the first edition: 'Handbook of Research in International Human Resource Management represents a welcome contribution to IHRM literature and will be required readings for both novices and veteran researchers.' - Dana B. Minbaeva, British Journal of Industrial Relations '... a rich array of contributors including some of the biggest names in the field.' - Roger Bell, Delta Intercultural Academy The second edition of this Handbook provides up-to-date insight into ground-breaking research on international human resource issues today. These issues are faced by multinational companies which can be as small as one person with a computer and Internet connection or as large as a medium-sized country. Written by the field's most distinguished researchers, the book will stimulate thought for new research and provide a glimpse of where we have been and where we are going. The book explores issues such as the importance of linking IHRM activities to organizational strategy and culture; talent management; staffing; performance management; leadership development; diversity management; international assignment and mobility issues; and the role of IHRM in the management of global teams and cross-border joint ventures, mergers and acquisitions. The Handbook illustrates that IHRM research is both theoretically deep and eclectic. Drawing upon a range of paradigms and perspectives this compendium will prove invaluable for HRM scholars, doctoral students, and others interested in IHRM research.

Mastering the Globalization of Business Roger Cartwright 2017-03-14 The book is designed to provide a basic understanding of the dynamics of globalization and its relevance for all types and sizes of business. Commencing with a brief history that shows that globalization is not just a late 20th and early 21st-century phenomenon but has been a factor in world trade since the 1600s, the text then considers the two opposing views held about globalization. The material goes on to look at the global implications for customer relationships, marketing, human resources, finance and information. These are areas in which a narrow, national view is becoming increasingly of less value to the student. The book includes questions and case studies to aid understanding.

Mastering Fashion Marketing Tim Jackson 2017-09-16 This is the first book on the subject that combines contemporary marketing theory with analysis of operational marketing practice within the fashion industry. It contains the views of key practitioners and much original case study material from leading fashion organizations to provide unique insights into the reality of fashion marketing.

Mastering Twentieth-Century Russian History Norman Lowe 2020-08-29 Mastering Twentieth Century Russian History presents a vivid and informative account of the events which befell the Russian people during the course of the twentieth century. - Explores the major developments of the last century, from the revolution of 1905, to the First and Second World Wars, to the Cold War and the rise and fall of the USSR - Examines key figures and their actions - from Nicholas II, Lenin, Trotsky, Stalin, Khrushchev, Brezhnev, Gorbachev and Yeltsin to Putin - Deals with events right up to 2000, enabling the Soviet experiment to be placed in context a decade after its collapse - Incorporates the latest research from British, American and Russian historians, examining key controversies and debates - Includes primary source material, maps, photographs, posters and a full chronology of events This text is the ideal companion for anyone seeking a clear yet detailed introduction to the fascinating events of twentieth century Russian history.

Sustainability and Human Resource Management Ina Ehnert 2013-07-03 The role of HRM in developing sustainable business organizations is increasingly attracting attention. Sustainability can be used as a principle for HRM itself and the tasks of Sustainable HRM are twofold. On the one hand it fosters the conditions for individual employee sustainability and develops the ability of HRM systems to continuously attract, regenerate and develop motivated and engaged employees by making the HRM system itself sustainable. On the other hand Sustainable HRM contributes to the sustainability of the business organizations through cooperation with the top management, key stakeholders and NGOs and by realising economic, ecological, social and human sustainability goals. This book provides a comprehensive review of the new area of Sustainable HRM and of research from different disciplines like sustainable work systems, ergonomics, HRM, linking sustainability and HRM. It brings together the views of academics and practitioners and provides

many ideas for conceptual development, empirical exploration and practical implementation. This publication intends to advance the international academic and practice-based debates on the potential of sustainability for HRM and vice versa. In 19 chapters, 26 authors from five continents explore the role of HRM in developing economically, socially and ecologically sustainable organizations, the concept of Sustainable HRM and the role of HRM in developing Sustainable HRM systems and how sustainability and HRM are conceptualized and perceived in different areas of the world.

Mastering Counselling Theory Ray Colledge 2017-03-14 Mastering Counselling Theory provides comprehensive coverage of all the major concepts and ideas integral to the theory of counselling from behavioural to existential to psychodynamic studies. Fully explaining complicated terms and theories, the book includes an extensive glossary, making this complex area of study easy to understand. Exploring popular areas such as Freud, Jung, and Cognitive Counselling, this is an invaluable guide to counselling theory for students, lecturers and the general reader alike.

Human Resource Management in Consulting Firms Michel E. Domsch 2006-04-22 This book presents insider reports from high-profile international consultancies which allow practitioners, scholars and graduates to gain a rare, unvarnished insight into people management in business consulting. In addition to a comprehensive overview of existing H-R systems, the book provides details of practices dealing with issues such as value-oriented corporate culture, gender diversity management, employability, leadership development, knowledge management and employer branding.

Mastering British Politics F.N. Forman 2007-08-09 Containing all the information and analysis needed to understand the British system of Government and politics, Mastering British Politics is an essential text. This fifth edition has been fully revised and updated to reflect the results of and developments since the 2005 General Election.

Human Resource Management, Innovation and Performance Paul Sparrow 2016-04-29 Human Resource Management, Innovation and Performance investigates the relationship between HRM, innovation and performance. Taking a multi-level perspective the book reflects critically on contentious themes such as high performance work systems, organizational design options, cross-boundary working, leadership styles and learning at work.

The Bibliographic Index 2005

Mastering Business for Strategic Communicators Matthew W. Ragas 2017-11-14 Mastering Business for Strategic Communicators provides strategic communication students and professionals with expert insights on the various major business functions and areas from an assemblage of top strategic communication leaders.

Mastering Human Resource Management Kelvin Cheatle 2001-07-09 Mastering Human Resource Management provides an authoritative and accessible guide to this dynamic and fascinating topic. Fully up-to-date, this book encompasses all aspects of the most recent UK and European legislation and case law. Ideal as a valuable study text for the personnel management student, for quick reference by the busy manager or as a problem solver for the interested employee. It takes the reader on an A-Z tour on all matters concerned with managing Human Resources and helps provide direct answers to the day to day issues of managing staff.

Joyce in the Belly of the Big Truck; Workbook Joyce A. Cascio 2005-05

Armstrong's Handbook of Human Resource Management Practice Michael Armstrong 2020-01-03 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. This book 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.

The 13 Key Performance Indicators for Highly Effective Teams Allam Ahmed 2017-10-19 An organisation's most important asset is its people. And critical to an organisation's success is the extent to which its people interact effectively - both with each other as team members and with the wider organisation. This is why managing teams has become a key area for a growing number of organisations around the world. While many organisations are world-class at managing their materials and machinery, they fall short in managing the human side of their activities. This book outlines the challenges faced by both team leaders and team members in 21st-century workplaces. It proposes 13 key performance or "team health" indicators for highly effective teams based on research data collected from a large range of industry sectors, team sizes and organisations in the UK. It contributes to the understanding of the nature and functioning of team cohesiveness by describing teamwork as a multi-component variable and identifying the factors that impact on teams and the implications of teamwork for organisations. The book sets out to aid organisations by introducing a Team Performance Diagnostic (TPD) tool. The TPD enables organisations to gain an accurate and detailed insight into the real-time performance of their teams, helps team managers to understand the underlying 'people' issues within the team and how to reach higher levels of team performance quickly. The TPD has been widely used in major multinationals and the UK public sector to pinpoint hard-to-find opportunities to achieve rapid improvements. The research suggests that the use of TPD contributes to more free-flowing feedback both within the team and in the organisation as a whole, and that successful teams are indicative of a healthy organisational culture. This book is an essential guide for senior managers and policy-makers dealing with team effectiveness, and will be highly useful for students of business and management.

Mastering 'C' Programming W. Arthur Chapman 1991-11-11 Conforms to ANSI standards.

Mastering Communication Nicki Stanton 2009-07-16 This book will help students improve their speaking, listening, reading and writing skills. It will give an understanding of the importance of good communication skills for their personal development and career. It is relevant to a variety of courses: HE, FE, Professional, Open University, A-level and International Baccalaureate.

Mastering Fashion Buying and Merchandising Management Tim Jackson 2017-03-14 The first academic textbook covering European retail fashion buying and merchandising. It provides a unique insight into best practice across the fashion industry.

Mastering Employee Development Richard Pettinger 2002 This text is designed as a clear and concise introduction to employee development. Many people, in both human resource and general management positions, have little idea of what employee development is or should be. This book addresses this specific issue and is an introduction for those who wish either to understand the subject in general or develop their expertise and understanding further.

Changing Employee Behavior Nik Kinley 2015-03-31 An important part of every manager's job is changing people's behavior: to improve someone's performance, get them to better manage relationships with colleagues, or to stop them doing something. Yet, despite the fact that changing people's behavior is such an important skill for managers, too many are unsure how to actually go about it. This book reveals the simple, but powerful techniques for changing behavior that experts from a range of disciplines have been using for years, making them available to all managers in a single and comprehensive toolkit for change that managers can use to drive and improve the performance of their staff. Based on research conducted for this book, it introduces practical techniques drawn from the fields of psychology, psychotherapy, and behavioral economics,

and show how they can be applied to address some of the most common, every-day challenges that managers face. #changingpeople

The British National Bibliography Arthur James Wells 2005

Mastering Modern United States History John Traynor 2018-11-02 Now in its second edition, this engaging text introduces readers to all the key developments in American history between 1900 and 2000. Combining factual coverage with an analysis of professional historians' most recent interpretations of major domestic and foreign affairs, it fully explores dramatic events such as the Wall Street Crash, Pearl Harbor, the Cuban Missile Crisis and the Watergate Scandal. Chapters are enriched by presidential profiles and supported by stimulating source material and exam-style questions to reinforce learning. This text will be essential reading for students undertaking courses in American History at college, foundation and undergraduate level. It is also the ideal companion for anyone with a general interest in the American history of the twentieth century. New to this Edition: - Two brand-new chapters on African-American History - A new 'American Lives' feature which gives insight into a wide range of cultural figures including the Wright Brothers, Rachel Carson, J.D. Salinger and Muhammed Ali

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Mastering Human Resource Management Palgrave Master Series Business Introduction

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