Dfd Diagram Employee Tracking System

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written for human resources managers and executives this book takes a pragmatic approach to a problem all organizations face but is often neglected in management handbooks what to do about the problem employee as the author notes at the outset problem employees constitute from ten to twenty percent of the workforce yet usually require as much as eighty percent of a manager s time this volume provides a practical guide on how to both reduce the numbers of problem employees in an organization and decrease the time required to manage them bruce calls for a proactive approach toward the problem employee and demonstrates field tested methodologies for dealing with a variety of problem workplace behaviors particular emphasis is given to the techniques of performance monitoring a technique based on reality therapy bruce also offers an extensive discussion of the advantages and limitations of employee assistance programs and explains in detail legal issues associated with employee discharge for undesirable behavior the author begins by

defining the problem employee and offering examples of typical problem employee response patterns she goes on to offer a theoretical explanation of the causes of problem behavior in the workplace and demonstrates why traditional remedies generally do not improve performance two chapters introduce effective methods for dealing with the problem employee performance monitoring is discussed in detail as are methods for dealing with particular types of problem employees such as substance abusers those involved in family crises and employees with health related problems turning to situations that require outside help bruce provides a step by step procedure for both establishing an employee assistance program and utilizing an existing one directions for training supervisors to handle problem employees are provided because the experience of managing a problem employee can be an extremely difficult one bruce provides a technique for helping the manager reduce stress understand transition and formulate a personal plan to survive the impact of the problem employee finally bruce explains the legal rights of the employee the supervisor and the organization presents relevant court decisions and shows the manager how to work within the law when employee discharge becomes the only option

a collection of original articles by leading practitioners and researchers this volume examines methods for human resource forecasting and planning to meet the strategic needs of the organization as the editors note at the outset changing characteristics of the workforce and new skill demands mean that human resource planning must become an integral part of corporate strategy development and implementation in order to compete successfully in an era of rapid technological change organizations must be able to adequately forecast their needs for different types of employees consider the extent to which current employees have the needed skills and examine labor force availability this book describes ways to collect the necessary environmental data and formulate human resource strategies that recognize current and anticipated changes both in the organization and in the environment in which it operates the volume begins with a discussion of environmental scanning techniques the contributors demonstrate how to identify environmental trends including labor force demographics and how to apply this information to the development of human resource strategies the second section considers ways to analyze the organization s future human resource needs by examining employee demographics and job attitudes in part three the contributors describe how organizations formulate human resource strategies in response to environmental trends and organizational goals the next group of chapters offers examples of the human resource implications of organizational change this section includes separate chapters on job loss and employee assistance programs and the effects of a corporate merger as well as two case studies of the relationship between human resource planning and corporate strategic goals the contributors conclude by describing organizational reactions to changing environments brought about by an aging workforce work at home jobs new computer and telecommunications technologies and the increasing cultural diversity of the workforce indispensable for human resource managers

and corporate planning executives this book will also be of significant value to researchers and students in human resource and strategic planning programs

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