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1 introduction to human resource management 2 human resource development 3 the organising function of human resource management 4 human resource policies procedures and programmes 5 strategic human resource management 6 strategic control 7 productivity and improvement 8 job analysis and work measurement 9 job design and ergonomics 10 human resource planning 11 recruitment 12 selection 13 career planning and development 14 employee training 15 performance appraisal 16 mobility transfers promotions and separations 17 employee compensation 18 job evaluation 19 legislative measures for employee s compensation 20 employee discipline 21 grievance handling 20 trade unions

basic human resource management book 1 is the first book of trilogy of the basic of human resource management book this book teaches how to manage human resources from basic to advanced in the three book series the basic of human resource management there are three books published in stages in the trilogy series the basic of human resource management book in this first book it is discussed in detail about 5 main and fundamental things in managing humans namely 1 human resource management 2 human resource management 3 the role of the human resources function 4 the role of human resources practitioners 5 the role of front line managers the five discussions are the basis for managing human or human resources in organizations and companies

the three volumes in the encyclopedia of human resource management offer a comprehensive review of the essential issues and most important information available on the topic each volume in the encyclopedia contains contributions from some of the most celebrated names in the field of human resource management hrm and addresses the myriad challenges faced by today s human resource professionals volume 1 puts the focus on the definition of terms and practices that are most relevant to today s human resource management hrm professionals the contributors bring an up to date perspective of hrm definitions and practices and for ease of access the terms are presented in alphabetical order each contributor includes the most recent research on a particular topic and summarizes a new and progressive definition of these important terms the book begins with an enlightening discussion of the evolving practice of talent management and contains the following topics affirmative action assessment business ethics campus recruitment career development compensation drug tests employee relations flexible benefits glass ceiling hr metrics and analytics mergers and acquisitions national labor relations act quality circles recruitment and selection self directed work teams social responsibility strategic human resource management training needs analysis work family balance and more the encyclopedia of human resource management gives human resource professionals the knowledge information and tools needed to implement the best practices in the field

includes entries for maps and atlases

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