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Private Military and Security Companies South-Western Pub  
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Human Resource Management in South Africa Vikas Publishing House  
The book abounds in meritorious features (such as tables, charts, illustrations, skill building exercises, cases, games, incidents) which set it apart from other books on management. The topics have been presented in a simple, concise and interesting manner. Every attempt has been made to maintain easy readability and quick comprehension. Contemporary examples, personality profiles, corporate experiences have been provided at relevant places to enrich the contents further. The book is primarily meant for students pursuing advanced courses in management such as MBA, PGDBA, M.Com, IAS, B.Com (Hons) and BBA.  
National Union Catalog Routledge  
Human Resource Management provides readers with a complete, comprehensive review of essential personnel management concepts and techniques in a highly readable and understandable form. Coverage emphasizes essential themes throughout the book, including the building of better, faster, more competitive organizations through HRM; practical applications that help all managers deal with their personnel-related responsibilities; and technology and HR. Specific topics include the strategic role of human resource management; equal opportunity and the law; job analysis; personnel planning and recruiting; employee testing and selection; interviewing candidates; training and developing employees; managing organizational renewal; appraising performance; managing careers and fair treatment; establishing pay plans; pay-for-performance and financial incentives; benefits and services; labor relations and collective bargaining; employee safety and health; managing human resources in an international business; human resources information systems and technology. For practicing Human Resource Managers as well as any business managers who deal with human resource/personnel issues.  
Cash Management Prentice Hall  
Few business functions are more important than putting people where they can do the most good. Get it right, and the business soars. Get it wrong, and the business pays dearly in reduced sales, profits, and productivity. Staffing the Contemporary Organization provides a comprehensive treatment of staffing procedures, policies, techniques, and problems. It includes a number of human resources topics not usually covered in one volume—HR planning, legal aspects of staffing, recruiting, selecting, performance appraisal, career development, and many others—in an integrated system. The method presented is a proven, useful tool that managers and HR people can employ to build stronger, more resilient organizations. This thoroughly revised edition provides a comprehensive treatment of staffing procedures, policies, techniques, and problems. It covers areas newly developed since the last edition, like recruiting via the Internet and new court decisions that clarify the scope and application of antidiscrimination laws in the workplace. Among other topics, it covers the following areas in detail:  
-Employment law -Job analysis -Recruiting and interviewing -Selecting and selection tests -Appraisals and employee development  
-Administration: Handling promotions, demotions, layoffs, terminations, etc. -Career planning -Measuring the effectiveness of the HR function. Staffing, the authors contend, must encompass the entire range of activities associated with planning for, obtaining, utilizing, and developing human resources. Suitable for business students as well as professionals, this is the first book to present a systems view of the staffing function—a view necessary to maximize the contribution of any company's most important asset: its people.  
Business Education Index America Star Books  
A world list of books in the English language.  
Staffing the Contemporary Organization Excel Books India  
Supervision is the marketing leading text because if it's focus on practical skills. The text and supplements are organized around the learning objectives to create a comprehensive teaching and testing system--an integrated learning system. Three skills applications are also included at the end of each chapter.  
Health Planning Reports: Subject index. 4 v ABC-CLIO  
Essentials of Management, 4e is the perfect introduction to the basics of managing a business and its personnel. Using the functional management approach, the book covers planning and decision making, organizing, leading and controlling. It takes a "hands-on" approach to learning, applying its concepts to the real world, and covering the most current topics in management today. Critical-Thinking Cases. Author Andrew DuBrin is well-known for his rich management cases. This book includes cases that will reinforce key concepts and enhance critical-thinking skills.  
Enhanced Content. This edition contains greatly increased discussion of TQM, Customer Satisfaction, ISO 9000, benchmarking, the Baldrige award and related quality topics. A new chapter on Teams and Teamwork was added to this edition.

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Pearson Educaci ó n  
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Fire Service Personnel Management Pearson Educaci ó n  
Unique in focus and content, this book explores the basic concepts of public personnel management as they apply specifically to the fire service environment and circumstances. Reflecting the author's extensive experience as a fire chief of a large fire department and a state fire training director, it features insights, discussions, and real-world examples that fire service personnel will recognize and relate to instantly.Overview of Personnel Management. Workforce Issues of the 21st Century. Legal Issues. Job Analysis and Design. Fire Service Recruitment. Selection for Employment and Promotion. Training and Development. Performance Appraisal. Discipline. Health and Safety. Labor Relations and Collective Bargaining.For practicing and prospective fire service personnel managers.