

1. Record Nr.	UNINA9910793376003321
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Titolo	Human resource management : optimizing organizational performance // Daniel R. Tomal and Craig A. Schilling
Pubbl/distr/stampa	Lanham : , : Rowman & Littlefield, , [2018] ©2018
ISBN	1-4758-4406-9
Edizione	[Second edition.]
Descrizione fisica	1 online resource (224 pages)
Collana	The Concordia University leadership series
Disciplina	371.2/01
Soggetti	School personnel management - United States School management and organization - United States Collective bargaining - Education - United States Collective bargaining - Teachers - United States
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Revised edition of: Managing human resources and collective bargaining. 2013.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Human resources planning -- Recruitment and selection -- Mentoring, professional development, and evaluating -- Leading and motivating employees -- Building collaboration and disciplining employees -- Benefits and compensation -- Unions and collective bargaining -- Managing references.