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Collana	A Fifty-Minute series book
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Nota di contenuto	Preface -- Contents -- Introduction -- Section I: The Basics of Pay Management -- Why Pay Is Important -- Company Values -- Supervisor Values -- Employee Values -- Pay and Emotions -- Leadership and Pay -- Understanding Employee Motivations -- The Objectives of Pay Management -- Pay Satisfaction Basics -- Fair Pay -- Competitive Pay -- Rewarding Pay -- Making Pay Changes -- Hiring -- Range Adjustment -- General Or Cost of Living Allowance -- Step -- Merit -- 1. Set Clear Job Performance Standards -- 2. Conduct A Fair Appraisal of Employee Results -- 3. Plan and Budget Merit Increases -- 4. Communicate With Each Employee About His Or Her Pay -- Talking To Employees About Money -- Purpose of the Meeting: The Three E's -- 1. Explanation -- 2. Exploration -- 3. Encouragement -- Preparation for the Meeting -- Exceptions to the Privacy Rule -- Practice The Art of Good Listening -- Your Idea -- Questions, Questions, Questions -- The Close -- Section II: Case Study Examples -- Studying Cases -- Case Study: Is That All? -- Quiz -- Review Commentary -- Case Study: Oh Promise Me -- Quiz -- Review Commentary -- Case Study: Reaching Maximum -- Quiz -- Review Commentary -- Case Study: Marginal Performance -- Quiz -- Review Commentary -- Case Study: Range Adjustment -- Quiz -- Review Commentary -- Case Study: Demands -- Quiz -- Review Commentary -- Case Study: Incentive Pay -- Quiz -- Review Commentary -- Case Study: Hiring -- Quiz -- Review Commentary -- Words of Caution -- Summary -- Don't -- Do -- Conclusion.

