

1. Record Nr.	UNISA990001756980203316
Autore	MALCLÈS, Louis Nöelle
Titolo	Les sources du travail bibliographique / L.-N. Malclès
Pubbl/distr/stampa	Genève : Librairie Droz, 1965
Descrizione fisica	3 volumi in 4 (XI, 364, IX, 954, X, 575 p.) ; 22 cm
Disciplina	016.011
Soggetti	Bibliografie di bibliografie
Collocazione	I.1.C. 016.011 1 1(016.011 1 1, 010 MAL) I.1.C. 016.011 1 2.1(016.011 1 2.1, 010 MAL) I.1.C. 016.011 1 2.2(016.011 1 2.2, 010 MAL)
Lingua di pubblicazione	Francese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Riproduzione dell'edizione del 1950-1958, date che figurano sui frontespizi
Nota di contenuto	Tome 1: Bibliographies générales / préface de Julien Cain Tome 2: Bibliographies spécialisées : (sciences humaines) Tome 3: Bibliographies spécialisées : (sciences exactes et techniques) / avec la collaboration de G. Garnier ... [et al.]

2. Record Nr.	UNINA9910151655803321
Titolo	Human resource management / / Derek Torrington [and three others]
Pubbl/distr/stampa	Harlow, England : , : Pearson, , 2014 ©2014
ISBN	0-273-78668-7
Edizione	[Ninth edition.]
Descrizione fisica	1 online resource (673 pages)
Disciplina	658.3
Soggetti	Personnel management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Cover -- Contents -- Guided tour -- Preface -- Publisher's acknowledgements -- Part 1 Human resource management in changing times -- Chapter 1 The nature of human resource management -- Defining HRM -- The evolution of modern HRM -- HRM and the achievement of organisational effectiveness -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Chapter 2 The Global context for human resource management -- Globalisation -- The causes of globalisation -- The impact of globalisation -- Conclusions -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Chapter 3 Strategic human resource management -- Strategic HRM -- The relationship between business strategy and HR strategy -- Theoretical perspectives of strategic HRM -- Summary propositions -- General discussion topics -- Theory into practice -- Further Reading -- Web link -- References -- Chapter 4 Workforce planning and metrics -- The contribution and feasibility of workforce planning -- The scope of workforce planning -- Analysing the environment -- Forecasting future HR needs -- Analysing the current situation and projecting forward -- Reconciliation, decisions and plans -- Workforce metrics -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- Web links -- References -- Part 2 Resourcing: getting people in the right places to do the right things -- Chapter 5 Organisation design and flexibility -- Organisation design -- Organisation structures -- Organisational

flexibility -- Employer flexibility -- Employee flexibility (or work-life balance) -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Chapter 6 recruitment -- Determining requirements. Rational versus processual approaches to recruitment -- Internal recruitment -- External recruitment -- Recruitment advertising -- E-recruitment -- Evaluation of recruitment activity -- Summary propositions -- General discussion topics -- Theory into practice -- Further Reading -- References -- Chapter 7 Selection methods and decisions -- Rational versus processual approaches to selection -- Selection criteria -- Shortlisting -- Selection methods -- Advanced methods of selection -- Final selection decision making -- Validation of selection procedures -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Chapter 8 Engaging and retaining people -- Defining engagement -- The benefits of employee engagement -- The impact of staff turnover -- Analysing staff turnover -- Engagement and retention strategies -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Chapter 9 Ending the contract -- Unfair dismissal -- Constructive dismissal -- Compensation for dismissal -- Wrongful dismissal -- Notice -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Legal cases -- Part 3 Performance: success through individual and collective achievement -- Chapter 10 Employee performance management -- Performance management or performance appraisal? -- Theoretical bases of performance management -- Performance management across national contexts -- Stages in a performance management system -- Performance management: does it improve performance? -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Chapter 11 Leadership -- Leadership and management -- What are the traits of (effective) leaders?. What is the 'best way to lead'? Leadership styles and behaviours -- Do leaders need different styles for different situations? -- Transformational leadership: do we really need heroes? -- Followership -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Chapter 12 Managing attendance and absence -- The national context -- The organisational context -- Process and causes of absence -- Managing for attendance -- Ongoing contact during absence -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Part 4 Development -- Chapter 13 Organisational change and development -- The nature of change and the role of planned change -- How can organisations be responsive to change? -- Addressing the employee experience of change -- Reconceptualising change -- Organisational development as a specific approach to change -- The evolution and future of OD -- Summary of the HR role in change -- Summary propositions -- General discussion topics -- Theory into practice -- Further Reading -- References -- Chapter 14 The context of employee learning and development -- The UK national picture and strategy -- UK skills policy and framework -- Behavioural competencies -- The nature of learning: theories -- The nature of learning: learning from experience -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Chapter 15 Learning and development -- Identifying learning and development needs -- Methods of learning and development -- Evaluation of training and development -- Summary propositions -- General discussion topics -- Theory into practice --

Further reading -- References -- Chapter 16 Talent and career development -- What is talent? -- Identification of talent. Strategic talent and career development -- Developing talent and careers -- How organisations evaluate talent management -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Part 5 Employee relations -- Chapter 17 Employee voice -- Terminology -- Information sharing -- Consultation -- Co-determination -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Chapter 18 The legal framework of work -- A regulatory revolution -- The contract of employment -- Discrimination law -- Equal pay law -- Health and safety law -- Family-friendly employment law -- The National Minimum Wage -- Is employment law a benefit or a burden for businesses? -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Legal cases -- Chapter 19 Equal Opportunities and diversity -- How 'equal' is the workforce? -- Different approaches to equality -- Implications for organisations -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- Web links -- References -- Chapter 20 Grievance and discipline -- The Milgram experiments with obedience -- What do we mean by discipline? -- What do we mean by grievance? -- The framework of organisational justice -- Grievance procedure -- Disciplinary procedure -- Are grievance and discipline processes equitable? -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Part 6 Reward: the contract for payment -- Chapter 21 Setting pay -- Introducing reward management -- The elements of payment -- Setting base pay -- The importance of equity -- International diversity in reward management -- Total reward -- Summary propositions -- General discussion topics -- Theory into practice.

Further reading -- References -- Chapter 22 Incentives -- Basic choices -- The extent to which incentives are paid -- PBR schemes -- PRP -- Skills-based pay -- Profit sharing -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Chapter 23 Pensions and benefits -- Pensions -- Occupational pensions and HRM -- Sick pay -- Company cars -- Flexible benefits -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Part 7 Contemporary issues -- Chapter 24 Ethics and corporate social responsibility -- The ethical dimension -- Early management concern with ethics -- Renewed interest in business ethics -- Ethics and HRM -- Ethics across national boundaries -- Some current and developing ethical dilemmas -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Chapter 25 Managing the human resource function -- Purpose and roles of the HR function -- Structure of the HR function -- HR strategic contribution -- Self-service HR -- HR shared services -- Outsourcing HR -- The role of line managers in HR -- Critique of changes in the management of the HR function -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- References -- Chapter 26 Health and well-being -- The nature of health and well-being -- Health and well-being initiatives -- Job design -- The impact of health and well-being initiatives on individuals and organisations -- Criticisms of health and well-being initiatives -- Summary propositions -- General discussion topics -- Theory into practice -- Further reading -- Web links -- References -- Chapter 27 The international dimension -- Cultural variations -- Institutional

variations -- HRM in international organisations.

Managing expatriates.

Sommario/riassunto

For three decades, this text has been the leading introduction to HRM for students at all levels, including those on CIPD-accredited courses. It is renowned for its readable and engaging style making studying more efficient. Comprehensively covering all major areas of the field, this edition has been updated with the issues and debates facing HRM today. Its key features include: case studies that contextualise theory in well known organisations such as Rolls Royce, McDonald's and the BBC World Service integrated activity and discussion boxes to encourage deeper thinking and understanding of each chapter skills content to help develop the specific employability skills necessary for a successful HR practitioner.
