

Employee Training Development Irwin Management

The fundamental premise of Analysis for Improving Performance is that systematic and thorough organizational performance diagnosis and documentation of workplace expertise provide the true basis for improving performance at the organizational, process, team, and worker levels. This is a book about mastering performance improvement and the work, not mastering the worker.

This book deals with the interaction between strategy and human resources, as approached from a general managerial perspective. Updated and revised, the Second Edition provides students with a comprehensive overview of human resource issues applied to the most current technological advances and updated investments in employment practices. The book provides an investment perspective of human resources and covers the human resource general and legal environment, strategy formulation, planning, strategy implementation, the performance impact of human resource practices and resource evaluation. For managers and executives involved with human resource issues.

Human Resource Management (HRM) takes a managerial orientation; and is viewed as being relevant to managers in every unit, project, or team. Managers are constantly faced with HRM issues, problems, and decision making and the text's primary goal is to show how each manager must be a human resource problem solver and diagnostician. This book pays attention to the application of HRM approaches in "real organizational" settings and situations. Realism, understanding, and critical thinking were important in the revision. Users have continuously been satisfied with the consistent writing style and level of presentation.

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Heneman and Judge's *Staffing Organizations*, 7/e, is based on a comprehensive staffing model. Components of the model include staffing models and strategy, staffing support systems (legal compliance, planning, job analysis and rewards), core staffing systems (recruitment, selection, employment), and staffing system and retention management. Up-to-date research and business practices are the hallmarks of this market leading text. In-depth applications (cases and exercises) at the end of chapters provide students with skill-building and practice in key staffing activities and decision-making. A comprehensive running case involving a fictitious retailing organization provides even greater opportunity for in-depth analysis and skill building. Students also have the opportunity to address ethical issues at the end of each chapter.

Human Resource Information Systems: Basics, Applications, and Future Directions is a one-of-a-kind book that provides a thorough introduction to the field of Human Resource Information Systems (HRIS) and shows how organizations today can leverage HRIS to make better people decisions and manage talent more effectively. Unlike other texts that overwhelm students with technical information and jargon, this revised Fourth Edition offers a balanced approach in dealing with HR issues and IT/IS issues by drawing from experts in both areas. It includes the latest research and developments in the areas of information security, privacy, cloud computing, social media, and HR analytics. Numerous examples, best practices, discussion questions, and case studies, make this book the most student-friendly and current text on the market.

There are more similarities than differences between how artists and scientists work. Both ask countless questions. Both search in earnest for answers. Both are dedicated to reaching the

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best results. Not so different from today's trainers, are they? Elaine Biech, one of the most highly regarded names in talent development, has set out to identify the perfect blend of content mastery and audience insight. The result is this highly informative book. *The Art and Science of Training* presents the science for learning and development, but it also emphasizes that training success lies in knowing what to do when things don't go as planned. Discover how top facilitators always put learners first, even when faced with exceptions to the rule—the unwilling learner, the uninformed supervisor, the inappropriate delivery medium, or the unmanageable performance challenge. And learn why you must understand people, not only content, to ensure consistently exceptional learning experiences. Science is both a body of knowledge and a process. Art is the expression of creativity and imagination. Where they intersect is the best way to help others learn and grow.

We are excited to present the seventh edition of *Employee Training and Development*. This revised edition maintains a balance between research and real company practices with its lively writing style and most up-to-date developments. It provides readers with a solid background in the fundamentals of training and developments such as needs assessment, transfer of training, learning environment design, methods, evaluation

Salient Features:

- New! In-text examples and chapter openers feature companies from all industries, including service, manufacturing, retail, and non-profit organization
- New! Latest research findings and best company practices each chapter like flipped classroom, adaptive training, big data and workforce analytics, learning management systems, etc.
- New! Cases given in the book provides issues related training and development faced by actual companies
- Coverage on use of technologies for training delivery, such as online learning, social media, mobile learning,

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gamification, and virtual worlds

Effective Training & Development is essential if you are to continuously get the best from your people and extend the knowledge shelf-life of your company. This module explores the vast array of options available to the HR function including on-the-job learning, formal management education, coaching and mentoring. Cost-effectiveness and measurable payback are also dealt with as cornerstones of any training and development activity.

Dowling et al is a rare instance of a textbook that has developed alongside the field - helping to shape what it is today - and remains the market leading IHRM textbook worldwide. The international author team have ensured this edition is even more international than its predecessors, whilst also remaining close to curriculum developments. New edition changes include a streamlined chapter structure and a new chapter on the cultural context of IHRM. The focus on expatriates has been balanced with a stronger global management emphasis throughout. The content also reflects the current economic climate, including greater coverage of turbulence for IHRM and issues of employee separation. There is also expanded coverage of business ethics, outsourcing, emerging markets and small medium enterprises. In addition the new edition includes a wealth of case study material and class discussion material. A fully tailored CourseMate and Instructor's website will also be available to adopters.

MARKET: Dowling et al is a core textbook for "International HRM" modules (IHRM) as

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taught at intermediate and postgraduate levels on all HRM programmes and the majority of broad-based business programmes. It is also used on some "International Management" modules. This textbook is autopackaged with CourseMate. CourseMate brings course concepts to life with interactive learning, study, and exam preparation tools that support the printed textbook and the textbook-specific website. CourseMate includes an integrated eBook and interactive teaching and learning tools including quizzes, flashcards, videos, and more and an EngagementTracker, a first-of-its-kind tool that monitors student engagement in the course.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Discover where the real success in business can be found. What makes some businesses more successful than others? The answer: people. Organizations with motivated, talented employees that offer outstanding customer service are more likely to pull ahead of the competition. Performance Management is the first text to emphasize this key competitive advantage, showing readers that success in today's globalized business world can be found, not in technology and products, but in an organization's people. The third edition includes updated and current information, and features over forty new cases.

This scholarly book in SIOP's Organizational Frontier series looks at research on enhancing knowledge acquisition and its application in organizations. It concentrates on

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training, design and delivery given the changing nature of work and organizations. Now that work is increasingly complex, there is greater emphasis on expertise and cognitive skills. Advances in technology such as computer simulations and web-based training are necessitating a more active role for the learner in the training process. In the broad context of the organization systems, this book promotes learning and development as a continuous lifelong endeavor.

As competitors strive to win the war for talent, effective human resource management is necessary to gain true competitive advantage in the marketplace. Three challenges companies face are sustainability, technology, and globalization. Human Resource Management 5th Edition brings these challenges to life by highlighting real-world examples pertaining to these issues and relating it to the concepts within the chapter. This best-selling McGraw-Hill/Irwin Human Resource Management title provides students with the technical background needed to be a knowledgeable consumer of human resource (HR) products and services, to manage HR effectively, or to be a successful HR professional. While clearly strategic in nature, the text also emphasizes how managers can more effectively acquire, develop, compensate, and manage the internal and external environment that relates to the management of human resources. This local adaptation of the highly-regarded text by Raymond Noe addresses some of the key changes that have occurred in Australia and New Zealand during the first decade of the twenty-first century. These changes have either caused, catalysed, or

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coincided with some significant modifications in the patterns of training and development in both the private and public sectors. Not all of these changes are necessarily unique to the region, so while the primary focus is on Australia and New Zealand, the reader is able to step outside the regional context to be exposed to discussions of current training and development issues and practices in different cultures and environments.

Develop and deliver a robust employee training and development program Training and Development For Dummies gives you the tools you need to develop a strong and effective training and development program. Covering the latest in talent development, this informative guide addresses classroom, virtual, and blended learning to open up your options and help you design the program that's right for your company. You'll explore the different modes of formal learning, including social learning, m-learning, and MOOCs, and delve into the benefits and implementation of self-directed and informal learning. The discussion covers mentoring and coaching, rotational and stretch assignments, and how to align talent development with the company's needs. You'll learn how to assess employee skills, design and deliver training, and evaluate each step of the process to achieve the goals of both the employee and the organization. Most employees have some weaknesses in their skill sets. A robust training program allows you to strengthen those skills, and a development program brings all employees up to the highest possible level of productivity and success. This book helps you create

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consistency in your company by developing and delivering the exact training and development program your people need. Develop a strong training and development program Foster a supportive and innovative work environment Learn about social learning, m-learning, and MOOCs Assess and evaluate your staff more effectively A great training and development program boosts performance, productivity, job satisfaction, and quality of services, while reducing costs and supervision. Investing in your employees gives an excellent ROI, as talent development is a primary driver behind both motivation and loyalty. Training and Development For Dummies shows you how to reap these benefits, with step by step guidance and essential expert insight.

Employee Training & Development McGraw-Hill Education

This book outlines the particulars of Japanese management and how modern Japanese management employs many practices which are very successful and worth adopting. The main objective of this book is to illustrate the many teachings that Japanese management practice can offer the rest of the world. The book thus targets managers who deal with Japanese business partners, or work in Japan, students of Japanese Studies, Asian Studies or International Business.

Employee Training and Development, 3rd Edition, by Ray Noe continues to set the standard in this course area. First introduced in 1999, Noe's ETD became the market-leading and market-defining text in this area within 6 months of publication. Instructors and students celebrated the arrival of lively and inspiring text that includes coverage of the most up-to-date developments in training and research and in practice, including the strategic role of training and the use of

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new technologies in training. Noe's ETD finds a real balance between research and real company practices. The text provides students with a solid background in the fundamentals of training and development - needs assessment, transfer of training, designing a learning environment, methods, and evaluation. In addition, the role of training is broadening due to its strategic nature, the changing nature of the workplace, and availability of technology. Current topics such as strategic training and development process, e-learning, blended learning, learning management systems, knowledge management, older workers, issues in work life balance and work life balance programs, protean career are discussed.

Companies that use innovative training and development practices are likely to report better financial performance than their competitors that do not. Providing effective training and development also helps companies develop the human capital needed to meet competitive challenges. Many companies now recognise that learning through training, development, and knowledge management helps employees strengthen or increase their skills directly impacting their job performance, satisfaction, and career advancement. The 8th edition of Employee Training & Development addresses the changes in training and development from both an employer and employee perspective. Content is based on the author's extensive experience in teaching training and development courses, to both graduate and undergraduate students, Employee Training and Development retains the lively writing style, inspiring examples, and emphasis on new technology and strategic training from previous editions.

Stop Managing, Start Coaching! highlights the critical skill of performance coaching- demonstrating how managers can balance the roles of trainer, mentor, career coach, and confronter to improve productivity in the workplace. This pioneering guide shows how to:

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develop a practical and cost-effective human resource strategy and evaluate its effects on performance improvement; reinforce positive work traits through reward strategies; master and practice the art of employee "self-esteeming"--the next step beyond employee empowerment. The area of work and aging is complex and multi-faceted. Its foundation is formed by a wide array of disciplines that both contribute to the complexity of its understanding, and offer fertile promise for research, development, and application in the years ahead. With an ever-growing population of older workers, many of whom are suggesting they will likely continue to work past traditional retirement age, it becomes all the more important that we increase our efforts to develop a more thorough understanding of older workers, the nature of their interactions with work and the organizations for which they work, and the process of transitioning to retirement. Clearly, there are huge societal and global challenges that will both inform and influence research and application at the individual and organizational levels. The Oxford Handbook of Work and Aging examines the aging workforce from an individual worker, organization, and societal perspective, and offers both an integration of current cross-disciplinary knowledge, and a roadmap for where research and application should be focused in the future to address issues of an aging workforce. The volume is divided into six core sections: demography, theoretical and methodological issues, the older worker, organizational strategies for an older workforce, individual and organizational perspectives on work and retirement, and societal perspectives with an aging workforce. Bringing together seasoned authors from diverse academic and professional backgrounds, new approaches to recruiting, workplace flexibility, and the right mix of benefits and incentives are presented as a way of engaging an older workforce.

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The science and practice of training and development is continually advancing. This 5th edition of *Managing Performance Through Training and Development* reflects many of these advances, such as the increasing use of technology, blended approaches to training delivery, training-on-demand and just-in-time learning, new models of training evaluation, and techniques to improve transfer of training. This text maintains a perfect balance between theory and research and practice and application, while providing relevant examples (many of them Canadian), to illustrate the text's concepts and principles.

For training that is as fun as it is effective, this is a must-have resource for anyone involved in training. Detailing the “who,” “what,” “when,” “why” and “how” of learning, *Telling Ain't Training* provides everything you need to energise and engage leaders regardless of age experience. Fast-paced, fun and interactive, *Telling Ain't Training* incorporates principles of adult learning to separate learning myth from learning fact. Understand how people learn, what makes training successful, why training fails and how to achieve amazing training results. This book "provides managers with an awareness of the issues involved in managing change, moving them beyond "one-best way" approaches and providing them with access to multiple perspectives that they can draw upon in order to enhance their success in producing organizational change. These multiple perspectives provide a theme for the text as well as a framework for the way each chapter outlines different options open to managers in helping them to identify, in a reflective way, the actions and choices open to them."--Cover.

With comprehensive coverage of topics related to learning, training, and development, this volume is a must-have resource for industrial and organizational (I/O) psychologists, human resource (HR) scholars, and adult education specialists. Brown provides a forward-looking

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exploration of the current research on workplace training, employee development, and organizational learning from the primary point of view of industrial organizational psychology. Each chapter discusses current practices, recent research, and, importantly, the gaps between the two. In analyzing these aspects of the topic, the chapter authors both present the valuable knowledge available and show the opportunities for further study and practice.

AAP Prose Award Finalist 2018/19 *Management of Animal Care and Use Programs in Research, Education, and Testing, Second Edition* is the extensively expanded revision of the popular *Management of Laboratory Animal Care and Use Programs* book published earlier this century. Following in the footsteps of the first edition, this revision serves as a first line management resource, providing for strong advocacy for advancing quality animal welfare and science worldwide, and continues as a valuable seminal reference for those engaged in all types of programs involving animal care and use. The new edition has more than doubled the number of chapters in the original volume to present a more comprehensive overview of the current breadth and depth of the field with applicability to an international audience. Readers are provided with the latest information and resource and reference material from authors who are noted experts in their field. The book:

- Emphasizes the importance of developing a collaborative culture of care within an animal care and use program and provides information about how behavioral management through animal training can play an integral role in a veterinary health program
- Provides a new section on Environment and Housing, containing chapters that focus on management considerations of housing and enrichment delineated by species
- Expands coverage of regulatory oversight and compliance, assessment, and assurance issues and processes, including a greater discussion of globalization and

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harmonizing cultural and regulatory issues - Includes more in-depth treatment throughout the book of critical topics in program management, physical plant, animal health, and husbandry. Biomedical research using animals requires administrators and managers who are knowledgeable and highly skilled. They must adapt to the complexity of rapidly-changing technologies, balance research goals with a thorough understanding of regulatory requirements and guidelines, and know how to work with a multi-generational, multi-cultural workforce. This book is the ideal resource for these professionals. It also serves as an indispensable resource text for certification exams and credentialing boards for a multitude of professional societies Co-publishers on the second edition are: ACLAM (American College of Laboratory Animal Medicine); ECLAM (European College of Laboratory Animal Medicine); IACLAM (International Colleges of Laboratory Animal Medicine); JCLAM (Japanese College of Laboratory Animal Medicine); KCLAM (Korean College of Laboratory Animal Medicine); CALAS (Canadian Association of Laboratory Animal Medicine); LAMA (Laboratory Animal Management Association); and IAT (Institute of Animal Technology).

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. The art and science of compensation practice. Strategic Compensation: A Human Resource Management Approach illustrates the art and science of compensation practice and its role in promoting a company's competitive advantage. The seventh edition was thoroughly revised, and now includes current statistics and a new chapter offering the latest information to compensation professionals.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Where the strategy of

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staffing and business align. Strategic Staffing prepares all current and future managers to take a strategic and modern approach to the identification, attraction, selection, deployment, and retention of talent. Grounded in research but full of real-world examples, this text describes how organizations can develop a staffing strategy that reinforces business strategy, leverages staffing technology, and evaluates and improves staffing systems. This edition includes new and relevant topics on staffing that readers will be able to immediately apply in their future careers—including a discussion on how Twitter and Facebook can be used for sourcing and managing staffing systems.

Provides a brief introduction to human resource management. This book focuses on the uses of human resources for the general population. A comprehensive instructor's manual, test bank, PowerPoint presentation and a complete Online Learning Center make course preparation easy.

Designing and Developing Training Programs is filled with practical information, best practices, and proven strategies. This book will help both new and experienced trainers design and develop training programs that achieve results for both individuals and their organizations while meeting the challenges of today's fast-paced, rapidly changing learning environment. Created to be easy-to-use, Designing and Developing Training Programs covers a wide range of topics, including how to:

- Ensure that training is needed, relevant, and cost-effective
- Analyze the needs and characteristics of the audience
- Write behavioral learning
- Select the right content and design activities that help people learn
- Develop effective learning materials
- Create a program evaluation
- Design virtual and remote training programs

Praise for Designing and Developing Training Programs "Janis Fisher Chan is truly a master designer, having an uncanny ability to

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help people to truly think. Her book is of real service to anyone in the field of training." —Manfred Kets de Vries, Raoul de Vitry d'Avaucourt Chaired Clinical Professor of Leadership Development and director, INSEAD Global Leadership Centre "What makes Janis Chan's book so exceptional is the variety of challenging, content-related exercises that bring the concepts 'up close and personal' into the reader's life and work." —Sharon Bowman, Author, *Training from the BACK of the Room!*

Best selling title for this course. Companies that use innovative training and development practices are likely to report better financial performance than their competitors that do not. Training and development also help a company develop the human capital needed to meet competitive challenges. Many companies now recognize that learning through training, development, and knowledge management helps employees strengthen or increase their skills directly impacting their job performance, satisfaction, and career advancement. Training has moved from an emphasis of a one-time event to the creation of conditions for learning that can occur through collaboration, online learning, traditional classroom training, or a combination of these methods. The 8th edition covers and addresses the changes in training and development from an employer and employee perspective - adding value to the employer and employee. Based on the authors extensive experience in teaching training and development courses to both graduate and undergraduate students, *Employee Training and Development, Eighth Edition*, retains the lively writing style, inspiring examples, and emphasis on new technology and strategic training from previous editions. AUTHOR NOTE: Ray Noe has taught for more than 25 years at Big Ten universities, including Michigan State University and University of Minnesota. Professor Noe conducts research and teaches all levels of students -

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from undergraduates to executives - in human resource management, training and development, performance management, and talent management. He has published articles and has served on the editorial boards of many top journals. He has received numerous awards for his teaching and research excellence, and is also a fellow of the Society of Industrial and Organizational Psychology.

Raymond Noe's *Employee Training and Development* sets the standard in this course area. First introduced in 1998, ETD became the market-defining text within 6 months of publication. Its popularity is due to its lively writing style and relevant examples of the most up-to-date developments in training, research and practice, including the strategic role of training and the use of new technologies in training. *Employee Training and Development* strikes a balance between research and real company practices. It provides students with a solid background in the fundamentals of training and development such as needs assessment, transfer of training, learning environment design, methods, and evaluation. To help students better understand the relationship between the main elements of the book, the book is now organized into five different parts. Part I focuses on the context for training and development and includes a chapter devoted to strategic training. Part II includes coverage related to the fundamentals of designing training programs. Chapters in Part II focus on needs assessment, learning theories and program design, transfer of training, and training evaluation. Part III focuses on training and development methods and includes chapters devoted to traditional training methods, e-learning and the use of technology in training, employee development, and special issues in employee development, such as managing diversity, succession planning, and cross-cultural preparation. Chapters in Part IV cover career issues and how companies manage careers, as

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well as challenges in career management, such as dealing with work-life conflict, retirement, and socialization. Finally, Part V provides a look at the future of training and development. *Managing Human Resource Development Programs* makes the critical connection between HR development and the larger system of HR management. This book offers a framework for developing HR programs that are customizable to the needs of the organization. Many companies now recognize that learning through training, development, and knowledge management helps employees strengthen or increase their skills in order to improve or make new products, generate new and innovative ideas, and provide high-quality customer service. Thus, an emphasis on learning through training, development, and knowledge management is no longer in the category of “nice to do”—they are a “must do” if companies want to gain a competitive advantage and meet employees’ expectations. Based on the author’s extensive experience in teaching training and development courses to both graduate and undergraduate students, *Employee Training and Development, Seventh Edition*, retains the lively writing style, inspiring examples, and emphasis on new technology and strategic training from previous editions.

There is no HR-related topic more popular in the business press than performance management (PM). There has been an explosion in writing on this topic in the past 5 years, condemning it as a failure and calling for fundamental change. The vast majority of organizations use the same basic process which I call “Last Generation Performance Management” or PM 1.0 for short. Despite widespread agreement that PM 1.0 is failing, few companies have abandoned it or made fundamental changes to it. While everyone agrees it is broken, few agree on how to fix it. Companies continue to tinker with their systems, making

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incremental changes every few years with no lasting improvement in effectiveness. Employees continue to achieve amazing things in organizations every day, despite this process not because of it. Nothing has worked because organizations, business leaders and HR professionals focus on PM practices instead of the fundamental purpose of PM and the paradigms, assumptions, and beliefs that underlie the practices. Companies ask their performance management process to do too many things and it fails at all of them as a result. At the foundation of PM 1.0 practices is the ideology of a meritocracy and paradigms rooted in standard economic and psychological theories. While these theories were adequate explanations for motivation and behavior in the 19th and 20th centuries, they fail to account for the increasingly complex nature of organizations and their environments today. Despite the ineffectiveness of PM 1.0, there are powerful forces holding it in place. Information on rigorous, evidence-based recommendations is crowded out by benchmarking information, case studies of high-profile companies, and other propaganda coming from HR think tanks and consultants. Business leaders and HR professionals learn about common practices not effective practices. This book confronts the traditional dogma, paradigms, and practices of PM 1.0 and holds them up to the bright light of scientific scrutiny. It encourages HR professionals and business leaders to abandon PM 1.0 and it offers up a more appropriate purpose for PM, alternative paradigms to guide them and practical solutions that are better supported by scientific research, referred to as “Next Generation Performance Management” or PM 2.0 for short.

HR managers have to serve the interests of their organizations, comprising employees, customers and the community at large as well as shareholders, or, in the public or voluntary sectors, those who have the ultimate responsibility for what the organization does. It also

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means exercising social responsibility, being concerned for the interests (well-being) of employees and acting ethically with regard to the needs of people in the organization and the community. Armstrong's Essential Human Resource Management Practice provides a complete overview of the practices and processes fundamental to managing people. The text provides a thorough introduction to the core areas of HR including: people resourcing, performance management, learning and development and rewarding people. It also examines the contribution of HR to organizational aims and objectives and how it is integrated within the business. The book is accompanied by online resources for both lecturers and students and adopts an increased focus on employee engagement, a concept which is becoming increasingly prominent in people management, but which is often presented as a mantra without being properly understood; this is examined in detail with reference to recent research. Michael Armstrong's original Handbook of Human Resource Management is the classic text for all those studying HR or who are entering the profession for the first time. In this new title Michael Armstrong provides a condensed text which has been rewritten with the non-HR student or professional in mind, describing and evaluating key HRM concepts such as: HRM itself; strategic HRM; the resource-based view; the choice between best practice and best fit; human capital measurement; motivation theory; emotional intelligence; the flexible firm; the learning organization; and financial rewards.

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