

# KEY FUNCTIONS OF PERSONNEL MANAGEMENT

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OPERATIONAL FUNCTIONS

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EMPLOYEE RELATIONS

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OPTIMIZATION OF HR

# Personnel Management In Action

**Willa M. Bruce**



## **Personnel Management In Action:**

**Federal Register** ,1979-12-14      Public Personnel Management Donald E. Klingner,John Nalbandian,1998 For junior graduate level courses in Public Personnel Management or Human Resources Management Reflecting contemporary political and managerial realities this text provides a comprehensive exploration of the values conflicts political processes and management techniques which provide the context for personnel administration in the public sector      Personnel Management Derek Torrington,Laura Hall,1995 Presenting a personnel management philosophy supported by evidence of practice thiis book provides emphasis on performance career development skills and managing diversity The strategic aspects and the skills involved in HRM are examined An LPBB edition is available      **Public Administration and Personnel Management in Nigeria** Abiodun Akinwale,2007      **Human Resources Management and Organizational Behaviour in the Hospitality Industry** H. Berberoğlu,1993 Human resources management has always been very important but today the significance of well selected trained and supervised staff is crucial for the profitability of any establishment It is specifically written for the small operator and designed to fill the needs of managers Several interesting case studies help explain complexities of human resources management and its importance      Review of Public Personnel Administration ,2001 Include abstracts      Problem Employee Management Willa M. Bruce,1990-05-07 Written for human resources managers and executives this book takes a pragmatic approach to a problem all organizations face but is often neglected in management handbooks what to do about the problem employee As the author notes at the outset problem employees constitute from ten to twenty percent of the workforce yet usually require as much as eighty percent of a manager s time This volume provides a practical guide on how to both reduce the numbers of problem employees in an organization and decrease the time required to manage them Bruce calls for a proactive approach toward the problem employee and demonstrates field tested methodologies for dealing with a variety of problem workplace behaviors Particular emphasis is given to the techniques of Performance Monitoring a technique based on Reality Therapy Bruce also offers an extensive discussion of the advantages and limitations of Employee Assistance Programs and explains in detail legal issues associated with employee discharge for undesirable behavior The author begins by defining the problem employee and offering examples of typical problem employee response patterns She goes on to offer a theoretical explanation of the causes of problem behavior in the workplace and demonstrates why traditional remedies generally do not improve performance Two chapters introduce effective methods for dealing with the problem employee Performance Monitoring is discussed in detail as are methods for dealing with particular types of problem employees such as substance abusers those involved in family crises and employees with health related problems Turning to situations that require outside help Bruce provides a step by step procedure for both establishing an Employee Assistance Program and utilizing an existing one Directions for training supervisors to handle problem employees are provided Because the experience of managing a problem employee can be an

extremely difficult one Bruce provides a technique for helping the manager reduce stress understand transition and formulate a personal plan to survive the impact of the problem employee Finally Bruce explains the legal rights of the employee the supervisor and the organization presents relevant court decisions and shows the manager how to work within the law when employee discharge becomes the only option Navy Management Review ,1958 **Sonntag V. Dooley** ,1980 *Human Resources Management* Wendell L. French,2007 Ideal for management majors who plan to become HRM professionals this highly accessible text presents a conceptual model of the field placing HRM in the overall context of business management Students gain a broad practical understanding of how HRM policies affect the workplace from productivity quality and customer service to employee morale French addresses timely issues changing the current role of HRM including international topics technology and the Internet social responsibility and performance appraisal Several pedagogical features reinforce the author s conceptual approach to human resources management Chapter ending Experiential Exercises promote group discussion and role playing through real world challenges such as discrimination laws safe healthy work environments and negotiation skills Comprehensive Cases taken from respected publications such as The New York Times and The Wall Street Journal explore contemporary issues in HRM like the new face of organized labor and the implications of an aging workforce New Ethical Perspectives boxes expand on the ethical standards maintained by human resource managers today Topics covered in this new feature include employee healthcare executive incentives and outsourcing A Conceptual Model presents human resource management in the context of the overall management process Students see the connections between HRM policies and organizational outcomes such as customer service productivity quality and employee morale Cartoons with content based captions help students to interpret the concepts and real world issues facing HRM managers International Perspective boxes present current timely issues the pros and cons of outsourcing U S educated immigrants returning home to work and employee involvement in foreign countries Contemporary Perspectives explore HRM topics from managing change and hiring accountability to connecting pay to performance

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