

W I L L A M . B R U C E

**PROBLEM
EMPLOYEE
MANAGEMENT**

**PROACTIVE
STRATEGIES
FOR
HUMAN RESOURCE
MANAGERS**

Problem Employee Management Proactive Strategies For Human Resource Managers

JS Bruner



Problem Employee Management Proactive Strategies For Human Resource Managers:

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

Key Concepts in Human Resource Management Jonathan Sutherland, 2017-05-02 Key Concepts in Human Resource Management is one of a range of comprehensive glossaries with entries arranged alphabetically for easy reference All major concepts terms theories and theorists are incorporated and cross referenced Additional reading and Internet research opportunities are identified More complex terminology is made clearer with numerous diagrams and illustrations With over 500 key terms defined the book represents a comprehensive must have reference for anyone studying a business related course or those simply wishing to understand what human resource management is all about It will be especially useful as a revision aid

Poorly Performing Staff in Schools and How to Manage Them Tessa Atton, 2005-08-10 This book will help headteachers managers and governors diagnose and tackle poor performance where it has arisen and help them to prevent poor performance in the future The book investigates a whole

range of solutions and issues and includes detailed case studies on remedial action disciplinary action legal and moral issues employment law dismissals and appeals

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

Ethical Decision Making in Everyday Work Situations

Mary E. Guy, 1990-03-23 This book takes a new approach to ethics by focusing on the kinds of dilemmas that confront people almost daily on the job The author's unique contribution is to meld philosophy with everyday decisionmaking offering the reader a common sense approach to making ethical decisions Mary Guy introduces ten core values which surround ethical dilemmas demonstrating the way in which personnel can sensitize themselves to the values involved in a problem and reach a solution which maximizes the important values Real life case examples illustrate ethical dilemmas that involve personnel practices organizing strategies reporting functions supervisory practices whistleblowing and more Throughout the author emphasizes the kinds of concerns which confront the vast majority of employees from ambitious entry level personnel to top executives Realistic in tone the discussion acknowledges the inevitable need to make compromises showing how to optimize

ethical values situations that arise on the job and for which no formal rules exist In her introductory chapter Guy defines ethics clarifies the relationship between ethical behavior and morality and presents the ten guiding values that serve as the foundation for ethical decisions Turning to a focus on decisionmaking she explores such issues as the theoretical framework for rational decisionmaking rational decisionmaking in real life the application of ethical analysis to decisionmaking and the definition of ethical decisionmaking The four subsequent chapters present case studies of problems that personnel commonly encounter In each case Guy examines the ethical issues involved applies various scenarios for reaching an ethical decision and demonstrates the tension that exists among ethical decisionmaking coping with daily exigencies and accommodating the preferences of stakeholders The concluding chapter summarizes the relationship between ethics and decisionmaking and offers a prescription for ensuring ethical decisionmaking throughout the organization Must reading for managers in business government and not for profit organizations this book is also an excellent supplemental text for advanced undergraduate and graduate level courses in business and public administration

Human Resource Management Derek Torrington, Laura Hall, Stephen Taylor, 2008 This text seeks to help students understand the dynamic and exciting environment of human resources HR management and the complex decisions that all managers must make when managing employees

The Journal of Human Resources, 1991 A general journal of political science

How Do Public Managers Manage? Carolyn Ban, 1995-05-22 If the reengineering of government is to be successful we must first understand how the current system affects how managers actually manage Based on a comprehensive study of four federal agencies including interviews with over 100 public managers *How Do Public Managers Manage* is a richly detailed analysis of the effect of organizational culture on managers behavior This important book offers a practical understanding of how government managers solve problems manage personnel and plan in the face of bureaucratic constraints *How Do Public Managers Manage* examines what managers can do to work more effectively within existing systems and evaluates the potential of success of the reform efforts designed to free managers from the chains of bureaucracy Author Carolyn Ban delivers critical information on how managers from government agencies that vary in mission size structure resources and leadership cope with bureaucratic limitations and constraints She reveals how organizational differences directly affect such considerations as the management selection process the quality of management training and the managers career path The book also analyzes how the role of manager can vary within and between organizations as exemplified by first line working manager supervisors and supervisors who have the title but perform very few of the functions of a supervisor Focusing on how coping strategies differ across agencies the author probes how managers react to the constraints imposed by the civil service system and the budget process and outlines the strategies they use when dealing with the lengthy and complex process of hiring and firing And the author examines how managers implement the often frustrating mandates of personnel ceilings hiring freezes and reductions in workforce Using numerous examples and insightful stories the book reveals the range of methods that managers find to

operate within or to circumvent the formal systems of Human Resources and Personnel Management William B. Werther, Keith Davis, 1996 This edition covers the issues surrounding human resource and personnel management tackling contemporary issues such as cultural diversity ethics globalization and the impact of HRM on corporate strategy

Electronic Data Interchange in Finance and Accounting Robert J. Thierauf, 1990-05-11 One of the most important trends in information systems today is the increasing use of electronic data interchange whereby paper is replaced by electronic communication for transactions between companies Written for financial and accounting professionals as well as the MIS managers with whom they interface this book offers a comprehensive discussion of the elements of EDI systems that are particularly useful in finance and accounting applications Thierauf introduces the underlying framework for EDI comparing it to the present paper operating mode explains the fundamentals of national and international electronic communication and explores the hardware and software necessary as well as the typical costs involved Numerous real world case studies are included to demonstrate the feasibility development and implementation of EDI systems in finance accounting and banking operations The text s structure follows a logical sequence from concept through application designed to assist the typical end user in the design and installation of an EDI system Part One shows the relationship of EDI systems to various types of management information systems and discusses factors underlying both U S and international systems In Part Two Thierauf investigates the currently available EDI hardware and software and presents a custom designed approach to software In the final chapter of Part Two Thierauf provides in depth treatment of typical EDI applications as well as the design considerations for their development The feasibility of undertaking an EDI system and detailed procedures for developing and implementing such a system form the focus of Part Three Separate chapters cover EDI in strategic planning banking finance and accounting Numerous figures amplify points made in the text In addition to providing a thorough guide to EDI for accounting finance and MIS professionals this volume will also be ideal as a supplemental text for undergraduate and graduate courses in business information systems **Canadian Human Resource Management** Hermann Franz

Schwind, 1999 *Antitrust Policy and Interest-Group Politics* William F. Shughart, 1990-04-09 This groundbreaking study is the first to apply an analytical model derived from the interest group theory of regulation to the study of antitrust law and policy The application of this model which stresses that government intervention in the economy will always benefit some political groups at the expense of others to the analysis of antitrust enables Shughart both to identify important trends in the antitrust arena and demonstrate which groups have benefited most from antitrust legislation His analysis clearly shows that consumer welfare is often not enhanced by antitrust suits or legislation Rather well organized private interest groups have tended to benefit more even in cases where consumer welfare is the stated goal of legislation or policy Divided into three sections the volume begins by discussing normative and positive theories of antitrust The author provides an overview of the origins of antitrust law and policy and introduces the interest group theory of government The second section explores the

various private interests that impinge on antitrust policy the business community the antitrust bureaucracy Congress the judiciary and the antitrust bar Finally Shughart examines the political economy of antitrust He shows how antitrust can be used to subvert competition and offers suggestions for reform in the realm of interest group politics Students of economics and business as well as professional economists corporate lawyers legislators and business consultants will find important new insights into the direction taken by antitrust policy during the last few decades

Strategic Human Resource Management in the Public Arena John Cunningham, 2017-09-16 Accompanying online resources for this title can be found at bloomsburyonlineresources.com/strategic-human-resource-management These resources are designed to support teaching and learning when using this textbook and are available at no extra cost

Books in Print, 1991 Managing Human Resources in the 21st Century Ellen Ernst Kossek, Richard N. Block, 1999 This text uses a modular approach to lead the student to develop an understanding of the current theory principles policies and practices associated with human resource management decision making and strategy Students will learn to appreciate how the human resource function can contribute to organizational effectiveness and the achievement of strategic business objectives The authors present a balanced approach by considering HR issues from both the employer traditional and employee social perspectives

Strategic Management Fred R. David, 1995 An introduction to strategic management this book incorporates three themes throughout each chapter globalization the natural environment and technology It focuses on skill building in all the major areas of strategy formulation implementation and evaluation

Human Resource Management George T. Milkovich, John W. Boudreau, Carolyn Milkovich, 1994 *Concepts of Strategic Management* Fred R. David, 1995 A component of Strategic Management by the same author this text focuses on the study of concepts involved in strategic management It incorporates three themes globalization the natural environment and technology and presents concepts in strategy formulation implementation and evaluation

The Year 2000 Legal Guide, 1998 **Managing HR in the Information Age** Randall S. Schuler, James W. Walker, 1991 Discusses the collection and management of human resources information in internal and external environments Considers forms of communication within an organization Examines the effects of new uses of information on the role of human resources management

The book delves into Problem Employee Management Proactive Strategies For Human Resource Managers. Problem Employee Management Proactive Strategies For Human Resource Managers is an essential topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Problem Employee Management Proactive Strategies For Human Resource Managers, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Problem Employee Management Proactive Strategies For Human Resource Managers
 - Chapter 2: Essential Elements of Problem Employee Management Proactive Strategies For Human Resource Managers
 - Chapter 3: Problem Employee Management Proactive Strategies For Human Resource Managers in Everyday Life
 - Chapter 4: Problem Employee Management Proactive Strategies For Human Resource Managers in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Problem Employee Management Proactive Strategies For Human Resource Managers. This chapter will explore what Problem Employee Management Proactive Strategies For Human Resource Managers is, why Problem Employee Management Proactive Strategies For Human Resource Managers is vital, and how to effectively learn about Problem Employee Management Proactive Strategies For Human Resource Managers.
 3. In chapter 2, the author will delve into the foundational concepts of Problem Employee Management Proactive Strategies For Human Resource Managers. This chapter will elucidate the essential principles that must be understood to grasp Problem Employee Management Proactive Strategies For Human Resource Managers in its entirety.
 4. In chapter 3, the author will examine the practical applications of Problem Employee Management Proactive Strategies For Human Resource Managers in daily life. The third chapter will showcase real-world examples of how Problem Employee Management Proactive Strategies For Human Resource Managers can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Problem Employee Management Proactive Strategies For Human Resource Managers in specific contexts. The fourth chapter will explore how Problem Employee Management Proactive Strategies For Human Resource Managers is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Problem Employee Management Proactive Strategies For Human Resource Managers. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Problem Employee Management Proactive Strategies For Human Resource Managers.

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