

Human Resource Management Subbarao

Essentials of HRM combines a commentary on organizational behaviour with an explanation of human resource management techniques, and also acts as an introduction to industrial relations. It will prove an invaluable aid to those studying for professional qualifications, such as Membership of the Institute of Personnel Management or the Diploma in Management Studies, and for students on general business or social service courses. Equally, the practising manager will find this book a useful and practical guide.

Managing people in a multinational context is the essence of international human resource management. This requires a broader perspective of what operating internationally involves, and a clear recognition of the range of issues pertaining to all categories of staff operating in different functional, task and managerial capacities. Books that are available on the subject are heavily loaded with cultural aspects rather than HRM processes. From teaching experience, it is noticed that students who are familiar with domestic HRM books find it difficult to comprehend the subject of international HRM. Therefore the topics are arranged in the traditional HRM style with international implications at each stage. A separate chapter is allocated for Expatriation & Repatriation. Similarly

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Management of People in international context in sixteen countries is discussed in a separate chapter. The text aims to cover in terms of industries, to illustrate the activities and approaches of international organisations. Also, the coverage of different cultures is not intended to include all the different and diverse cultures of the world, simply to enable sufficient understanding of the cultural contexts from which many of the approaches are derived, and to provide background on the appropriateness of different aspects of managing people in international organisations. A detailed treatment to empirical researches on cross cultural issues and cross cultural, comparative management issues arising out of cross border mergers and acquisitions as well as human resource issues emerging out of global acquisitions of Arcelor and Corus by Indian companies and companies of Indian origin are also treated in the text.

1. Management: An Overview
2. Management Thought
3. Social Responsibilities of Business
4. Planning
5. Decision-Making
6. Organising
7. Direction and Leadership
8. Control
9. Case Studies.

"I enthusiastically endorse the fourth edition of IHRM. The editors are to be congratulated for recruiting the top-rated authors in this field to contribute to this volume. The chapters are up to date, insightful, and sometimes even provocative. Students, including post-grads and advanced undergraduates, as well as savvy

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practitioners, will benefit from reading this volume." Neal M. Ashkanasy, Professor of Management, The University of Queensland Anne-Wil Harzing and Ashly Pinnington's bestselling textbook has guided thousands of students through their International Human Resource Management studies. The fourth edition retains the critical edge, academic rigour and breadth of coverage which have established this book as the most authoritative text on the market. The new edition by our international team of experts provides an even more stimulating journey through the core curriculum, contemporary debates and emerging issues in IHRM. New for the fourth edition: Reduced number of chapters to allow for greater depth and an improved structure ensuring fundamental topics underpin your knowledge Expanded coverage of Equality and Diversity, Corporate Social Responsibility and Sustainability and Cross-Cultural Management in line with developments in the field New Stop and Reflect feature provides an opportunity to test your understanding at regular intervals This text comes with access to a companion website containing web links, SAGE journal articles and more.

Human Resource Management for the Hospitality and Tourism Industries takes an integrated look at HRM policies and practices in the tourism and hospitality industries. Utilising existing human resource management (HRM) theory and practice, it contextualises it to the tourism and hospitality industries by looking at the specific employment practices of these industries,

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such as how to manage tour reps or working in the airline industry. It initially sets the scene with a broad review of the evidence of HRM practice within the tourism and hospitality industries. Having identified the broader picture, the text then begins to focus much more explicitly on a variety of HR policies and practices such as:

- recruitment and selection: the effects of ICT, skills required specific for the industry and the nature of advertising
- legislation and equal opportunities: illegal discrimination and managing diversity
- staff health and welfare: violence in the workplace, working time directives, smoking and alcohol and drug misuse
- remuneration strategies in the industry: the 'cafeteria award' approach, minimum wage and tipping

Human Resource Management for the Hospitality and Tourism Industries is illustrated throughout with both examples of best practice for prescriptive teaching and discussion, and international case studies to exercise problem solving techniques and contextualise learning. It incorporates a user friendly layout and includes pedagogic features such as: chapter outlines and objectives, HRM in practice – boxed examples, reflective review questions, web links' discussion questions and further reading. Accompanying the text are online supplementary lecturer materials including downloadable figures from the book, PowerPoint slides, further cases and extra exercises and points for discussion.

This book has been written for the students of M.B.A., M.Com., and other Diploma Courses in Management. It would also be useful to the practitioners in the field of Human Resource Management. The book covers the whole syllabus of HRM prescribed by the UGC Course Development Committee on Management. The book makes a presumptions attempt to knead all aspects of HRM logically dividing them into seven sections to enable the readers comprehend the key and vital issues of HRM in a dynamic environment.

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From hiring and orientation to developing company policies and negotiating employment contracts, you have the opportunity to select and nurture employees who will most closely fit your company's objectives.

The book presents the fundamentals of Human Resource Management in a simple, lucid and easily understandable style. It provides a comprehensive coverage to a vast, growing discipline well supported by a wealth of research data collected from multifarious sources, potently and carefully. A notable feature of the book is that it gives extensive coverage to HRD topics. The book contains a number of informative tables, summary boxes and useful diagrams. It is also liberally sprinkled with current examples and illustrations designed to convey the information in an uncomplicated manner. The book is primarily meant for students pursuing advanced courses in Human Resource Management such as MBA, PGDBA, M Com and IAS. Some of the changes in the Second Edition are summarized below:

- A refined version of SHRM
- Total quality HRM approach
- Summarised versions of best employers in India especially their recruitment, selection, training and executive development practices
- Succession planning and succession management enriched with live corporate examples
- 360-degree feedback system, essentials of an effective appraisal system, potential appraisal
- How leading Indian companies appraise potential
- Latest data regarding union membership; union recognition, criteria and rights, voluntary recognition and the code of discipline, verification of union membership, the check off system, recommendations of NCL, current trends in trade unionism
- Features of industrial relations, approaches to industrial relations, latest data regarding industrial disputes
- Important uses of human resource information system
- New chapter on International Human Resource Management
- Study Aids in a New Format: Discussion questions, Internet sources,

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true/false questions, key term exercises, student activities, etc., have been brought under one roof, i e, at the end of each chapter 9 New Cases: The case of the risky recruit, the case of bench management, the case of TQM and innovation, compensation crises, incentive issues, the case of variable pay, the case of involuntary VRS, the case of mentoring management and the case of the hushed relationship

Human Resource Management Strategic Analysis Text and Cases has been designed to provide the comprehensive knowledge about the subject. The book combines the operational as well as the strategic aspects of HRM. it presents detailed coverage of the principles and concepts of HRM including its strategic aspects. The text provides logical and analytical application of the concepts. The strategic analysis involves integrative approach of HRM with strategic management. Case studies have been given at the end of each chapter to make subject more practical and analytical. Salient Features of the book * Covers all relevant topics of HRM * Integrates operational HRM with strategic management * Inspires managerial actions to successfully deal with the challenges and emerging trends in HRM * Provides holistic view of global HRM * Simple and readers friendly language * Invaluable text For The students of MBA, M.Com., and other post graduate students who are specializing in HRM * Useful guide for HR professionals and executives of corporate section

HUMAN RESOURCE MANAGEMENT: FUNCTIONS AND ROLE
HUMAN RESOURCE PLANNING, RECRUITMENT, SELECTION AND PLACEMENT TRAINING AND INDUCTION
PERFORMANCE APPRAISAL AND COMPENSATION PROMOTION AND TRANSFER
WORK ENVIRONMENT, MORALE, GRIEVANCES AND RECORDS CHAPTER 7 HUMAN
RESOURCE DEVELOPMENT SKILL DEVELOPMENT.

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"The book is a perfect reference document...this text is an essential to all professional practitioners and deserves a place on every bookshop." -- Training Journal

Chapter - 1 Nature and Functions of Management Chapter - 2 Development of Management Thought Chapter - 3 Social Responsibilities of Business Chapter - 4 Business Ethics and Value-Based Management Chapter - 5 The Planning Process Chapter - 6 Objectives of Business Chapter - 7 The Strategic Management Process Chapter - 8 Decision Making Chapter - 9 Organisation Theory Chapter - 10 Organisational Structure Chapter - 11 Delegation, Decentralization and Span of Management Chapter - 12 Organisational Culture and Effectiveness Chapter - 13 Change Management and Organisational Development Chapter - 14 Human Resource Management: Organisational Context Chapter - 15 Human Resource Development Chapter - 16 Performance Appraisal and Development Chapter - 17 Employee Training Chapter - 18 Directing (Morale, Committees and Coordinating) Chapter - 19 Motivation: Concepts and Theories Chapter - 20 Communication Chapter - 21 Leadership Chapter - 22 Foundations of Group Behaviour Chapter - 23 Controlling Chapter - 24 Operations Management Chapter - 25 Recent Trends and Paradigm Shifts Chapter - 26 Methods of Case Analysis Index.

This book is a rich and comprehensive review of literature of more than 300 books and journals in the field of Human Resource Management. This bibliographic survey presents almost all topics and concepts pertaining to the practice of human resource management in organizations along with latest researches and case studies for the benefit of students and readers interested in

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HRM. Due to the vastness of subject, the book is split into three volumes. Volume One includes definitions of human resource management, human resource planning, recruitment, motivation at workplace, training in organizations, job satisfaction and quality of working life, employee counseling, managing and coping with stress, depression among executives, personnel records, reports and audit, balancing work and life issues and organization development, change management, total quality management, organizational behaviour emerging reality for workplace revolution, organizational survey research, dimensions of data collection and management by objectives, employee satisfaction survey. Volume Two presents emotional intelligence, stress and health related consequences, stress and social resources, problem behaviors at work, performance management system, offers assessment centers, psychological tests, organizational tests, performance appraisal format, six sigma, a case study on recruitment at CRY, a case study on recruitment and training procedure at Kinetic Motor Company, a case study on training at Rallis India and Tata Chemicals Ltd., a case study on trainer evaluation, a case study of an assessment centre at Eserve International, a case study of measuring effectiveness of soft skills training at Cap Gemini Ernst and Young, a case study on Reliance Group, a case study on mentoring programme for workmen at Asian

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Paints.

Success in an increasingly competitive market depends on the quality of knowledge which organisations apply to their major business processes. For example, a supply chain depends on knowledge of diverse areas, including raw materials, planning, manufacturing, and distribution. Likewise, product development requires knowledge of consumer requirements, new science, new technology, and marketing. Knowledge is broadly defined as credible information that is of potential value to an organisation. Knowledge management (KM) is a function of generation and dissemination of information, developing a shared understanding of information, filtering shared understandings into degrees of potential value, and storing valuable knowledge within the confines of an accessible organisational mechanism.

The third edition of International Human Resource Management focuses on updated case studies and exhibits aligned with the current global business context. The book deepens its focus on the expanding horizon of international business. Continuing with its simple format and flow of HR topics right from the inception of an organization till its maturation stage, the book focuses on emerging concerns that MNCs face and the strategies used to manage them. We are sure that readers will benefit immensely from its easy language and the

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extensive exhibits, figures, and cases that have been included. Salient Features:
? Each chapter has learning objectives, chapter summary, review questions, key terms and a set of assignments that students are encouraged to carry out. ? The assignments designed enable students to apply the theoretical concepts in each chapter to the current happenings in the industry, thereby enhancing awareness of the challenges that corporations face while operating in the multinational environment and the HR impact of these challenges. ? The text displays real industry experiences, thereby making it easier to understand the theory. ? The concepts and principles have been explained with contemporary business examples from multinational companies from across the globe.

The Present Book Provides A Comprehensive View On Human Resource Management. It Would Be An Ideal Textbook For Mba/M.Com./Pgdm And Other Postgraduate Courses. Beginning With Introductory Perspectives Of Hrm And Its Evolutive Aspects, The Book Elucidates In An Easily Comprehensible Manner The Concepts Of Human Resource Planning; Job Analysis And Collection Of Job Data; Job Design; Recruitment; Selection And Barriers To Effective Selection; Psychological Testing And Interviews; Placement And Induction Procedure; Training And Management Development; Techniques And Problems Associated With Performance Appraisal; Career Planning; Promotions, Transfer And

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Demotions; Employee Compensation; Incentives, Benefits And Services; Industrial Relations And Disputes; Employee Grievances; Employee Welfare, Safety And Health; Collective Bargaining; And Global Human Resource Management. The Book Is The First Of Its Kind As It Provides: " Learning Objectives In The Beginning Of Every Chapter." Numerous Exhibits And Examples That Would Help Sustain The Interest Of Readers." Key Terms And Questions Following Each Chapter." A Small Hr Dictionary In The End Of The Book. Surely, The Book Will Provide A Rewarding And Refreshing Experience To Its Readers.

Contents: Problem and Methodology, Profile of the Organisations Under Study, Recruitment and Selection, Human Resource Development, Wages and Employee Welfare, Industrial Relations, Commitment, Job Satisfaction, Causal Analysis, Conclusions and Suggestions.

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