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Management: A Concise Introduction has been written with the student in mind - short chapters, easy identification of the key points and revision-friendly sections. Backed by robust academic theory with plenty of pedagogical features, it has an engaging style and is, all in all, everything a student needs to understand the subject and pass the exam.

This book offers a fresh and comprehensive approach to the essentials that constitute the discipline of organizational behaviour with a strong emphasis on the application of organizational behaviour and performance management in practice. It concentrates on the development of effective patterns of behaviour, values and attitudes, and relates these issues to effective organization performance in times of organizational and environmental change and turbulence. The book is divided into four parts, providing a clear structure for the study of the subject: Part One: The context of organizational behaviour Part Two: The disciplines of organizational behaviour Part Three: Organizational behaviour in practice Part Four: Organizational behaviour – expertise and application Organizational Behaviour is packed with references to current topics, practical examples and case studies from large corporations from around the world, including Ryanair, The Body Shop and RBS. This book covers examples of both good and bad practice, making it an interesting and unique introduction to the study of organizational behaviour.

This popular core textbook provides an authoritative introduction to business management. Covering all the functional areas of the field, the text provides a robust framework to help students understand the inter-relatedness of different aspects of management and how they fit together in an organisation. Strong emphasis is placed throughout on providing students with a thorough and practical grounding in the topic, with a focus on helping them developing effective management skills. Now in its fourth edition, Introduction to Management has been fully updated and expanded to cover new developments in the field. Written by a leading expert with extensive management experience, this is ideal reading for students studying introductory courses in management at undergraduate, postgraduate or MBA level. It does not require prior

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knowledge of business and management. New to this Edition: - Includes new chapters on innovation, enterprise, risk management, ethics and responsibility - New 'Management in focus' boxes providing interesting and useful insights into management practice in the real world - New 'Critical thinking, analysis and evaluation' feature to encourage students to think deeply about management problems

This work provides a guide to the dynamic and fascinating topic of human resource management. Fully up-to-date, this book encompasses all aspects of UK and European legislation and case law. It is intended as a study text for the personnel management student, for quick reference by the busy manager or as a problem solver for the interested employee. It takes the reader on an A-Z tour on all matters concerned with managing human resources and helps provide direct answers to the day to day issues of managing staff.

This Handbook is a comprehensive anthology of up-to-date chapters contributed by current researchers in budget forecasting. Editors Daniel Williams and Thad Calabrese had previously found substantial deficiencies in public budgeting forecast literature with current research failing to address such matters as practices related to forecasting expenditure factors, the consequences of forecast bias, or empirical examination of the effectiveness of many deterministic methods actually used by many governments. This volume comprehensively addresses the state of knowledge about budget forecasting for practitioners, academics, and students and serves as a comprehensive resource for instruction alongside serving as a reference book for those engaged in budget forecasting practice.

Human resource management systems differ across corporations around the world. Japan has unique characteristics that create specific challenges for HRM and there is currently a lack of research focusing on Japanese HR issues available to westerners. This book examines the major challenges and dilemmas in human resource management as Japan's industrial society continues its resurgence in the global arena. The first part of the book deals with Japanese HRM from an international perspective, analysing the overall structure of Japanese HRM systems and comparing these with current international systems. The second part of this book looks at Japanese HRM from a domestic perspective and as such covers the micro issues of HRM practice in Japan. Written by a leading team of HRM experts from Japan, the UK, France, Australia and Canada, this book will be of interest to anyone interested in HRM in Japan, and international HRM more generally.

A Global Guide to Human Resource Management is a concise HRM introductory text offering a uniquely non-region-specific approach to people management in international business organisations. The book presents an alternative to standard managerial approaches, reflecting the perspectives of multiple stakeholders (workers, trade unions, states and governments, NGOs) to critically evaluate HRM in practice and, in so doing, enables students to make effective decisions in their own practice, wherever their careers take them. Its accessibility and concision make it well suited to short courses for non-HRM and non-business specialists. This text covers all major introductory topics for non-specialists, introducing the concept and purpose of HRM, through recruitment, people, skills, designing work, promoting health, rewarding success, and successful and ethical people management. This edition includes a new chapter on green HRM. Rich with pedagogical features, the book includes five case studies per chapter to connect theory with practice. It is also supported with a range of instructor materials including online guest lectures, general discussion questions, a glossary, an index, and online documentaries that explain how to manage people. It is essential reading for students interested in Human Resources and Personnel Management, Organisational

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Behaviour and Development and Workplace Culture.

The book's expert contributors provide short and succinct reviews of 12 key topics in strategic HRM, including HR strategy and structure, talent management, selection, assessment and retention, employee engagement, workplace well-being, leadership, HR analytics, productivity, innovation, and globalisation. Each chapter identifies the strengths and gaps in our knowledge, maps out the important intellectual boundaries for their field, and outlines current and future research agendas and how these should inform practice. In examining these strategic topics the authors point to the key interfaces between the field of HRM and cognate disciplines, and enables researchers and practitioners to understand the models and theories that help tie this agenda together.

This new and engaging core textbook offers a unique line manager perspective that presents students with HRM topics and issues that they will be confronted with once they enter the world of work in a managerial role. It is a concise text that focuses on providing students with all they need to know to equip them with a comprehensive understanding of the role the (non-HR) manager plays in the day-to-day running of an organization. The author's deep understanding and wide-ranging knowledge of the subject matter means that the text is firmly founded on the latest research, while the case studies, topical and international examples, and experiential exercises that form a fundamental part of the book ensure that theory is always clearly applied to real-world practice. This text is an essential companion for MBA and postgraduate students who are studying modules on Human Resource Management or Managing People but who are non-HRM specialists and do not require the exhaustive detail found in other HRM texts. It is also suited for use alongside upper-level undergraduate modules on these topics on mainstream business degrees.

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