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Human Resources Kit For Dummies Max Messmer, 2012-11-28 Align HR practices with your objectives and keep your

company competitive A company's ability to grow and stay on top of customer demand has always depended heavily on the quality of its people Now more than ever businesses recognize that finding and keeping a highly skilled and motivated workforce is pivotal to success Maybe you're a business owner and your company is growing or you're an employee at a small to midsize company and management has asked you to take on some or all of their HR functions Either way knowing how to set up and implement successful HR practices not to mention navigating the legal minefields in today's increasingly regulated environment can be tricky Human Resources Kit For Dummies is your one stop resource for learning the nuts and bolts of HR It gives you forms and templates that you can put to immediate and productive use New information on anti discrimination legislation measuring performance hiring firing and retaining employees and training and development plans The latest info on online and social media policies Updated forms and contracts from job application forms and sample employee policies to performance appraisals and benefit plan worksheets If you're currently working in Human Resources or are responsible for employees in your business the tools presented here help you maximize the effectiveness of your own HR program

Managing Human Capital in Today's Globalization Heru Susanto, Fang-Yie Leu, Chin Kang Chen, Fadzliwati Mohiddin, 2019-10-23 This book explores important issues in human capital in human resource management as it relates to management information systems MIS It highlights how management information systems are implemented and the potential for employee resistance offering behavioral strategies to involve employees in adopting effective MIS and in overcoming resistance during change The authors also look at the available research that focuses on the changing skills requirements of employees in the context of both MIS perspectives and HRM perspectives They address how current trends have evolved into a hyper emerging market of competitive advantage and fast changing environments toward globalization The authors also address workforce planning and management systems strategic human resource management re engineering work processes for improved productivity work force diversity the integration of MIS HRIS and employee involvement human resource globalization and MIS implications the impact of digital technology on decentralized work sites organizational continuous improvement programs

Subject Guide to Books in Print, 1991 [Small Business Sourcebook](#), 2010 **The Cumulative Book Index**, 1999 *HR Focus*, 2001 **PHR/SPHR Professional in Human Resources Certification All-in-One Exam Guide** Dory Willer, William H. Truesdell, 2014-12-12 An all new exam guide for the HR Certification Institute's Professional and Senior Professional in Human Resources certifications PHR SPHR Professional in Human Resources Certification All in One Exam Guide offers 100% coverage of all objectives for both the Professional in Human Resources PHR and Senior Professional in Human Resources SPHR exams Each chapter includes Exam Tips that highlight key exam information a chapter summary and end of chapter practice questions This authoritative resource also serves as a valuable on the job reference Real world examples as well as Notes Tips and Cautions provide professional insight and call out potentially harmful situations Covers all official objectives for both the PHR and SPHR exams Special HR at Work sidebars

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