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Managing People A Practical Guide

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Managing People A Practical Guide:

Managing People Michael Armstrong,1998 Armstrong looks at the role and responsibility of the line manager as a personnel manager covering topics such as employee development performance management health and safety issues and the legal framework   *Managing People* Byron Lane,1990   **Managing People** Rosemary Thomson,Eileen Arney,Andrew Thomson,2015-03-02 This updated and exciting fourth edition of Managing People A Practical Guide for Front Line Managers addresses the growing needs of front line managers who are not themselves specialists in personnel management but whose roles require them to have these skills A growing trend over the last two decades has given these managers an increasing amount of responsibility of direct line management which can be extremely challenging especially if the correct training is not given This book examines how the different parts of managing people fit together whilst acknowledging that different contexts require different approaches and recognizing ongoing organizational environmental and legal changes that affect the employment framework It recognizes the rapidly changing context in which modern front line managers have to operate and acknowledges the increasing expectations of good leadership as a necessity However the book also emphasizes the need for front line managers to understand themselves their own management styles and attitudes together with the importance of empathy in appreciating the perspectives of the staff that work under them Managing People A Practical Guide for Front Line Managers is designed for both new managers and for NVQ SVQ Level 4 students It is also appropriate for the first stages of Foundation Degrees and for HND courses combining academic study with workplace learning   Introduction to Marketing Geoffrey A. Lancaster,Michael Armstrong,2009-03-01 Line Managers Are Increasingly Having To Take On Responsibility For Such Personnel Matters As Recruitment Discipline Pay And Training And Michael Armstron S New Book Deals With This Topical Issue Focusing On What Line Managers Need To Learn About These Areas And How They Can Apply This Knowledge At Work   **Maximum Performance** Nick Forster,2005-01-01 This is a big book in more ways than one a detailed and illuminating exploration of leadership qualities attributes skills and competencies the mixture of theory reflective questions stories tools and practical exercises demand a level of thoughtful engagement and self reflection rarely required by books on leadership the Australian content is refreshing as is the lack of evangelistic promises of immediate transformation this book is firmly grounded in supporting the learning and skill development needed for maximum performance Boss magazine August p 55 The Australian Financial Review AFR Boss If we were giving a graduate level class in leadership and people management skills I m a UCLA Business and Management Program instructor I would choose this book as the text If a client asked for a great book to enhance his her leadership skills we consult in organization compensation and performance management this would be one of first books I would suggest It s that good The book offers a comprehensive guide for developing leadership and people management skills It s a powerful broad spectrum leadership toolkit with a wealth of information about skills and practices and hundreds of suggestions and opinions from business and political leaders

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There is a new chapter on managing challenging situations such as the management of diversity power stress and conflict as well as the handling of grievances and discipline Another new chapter pulls together the increasingly important aspects of the legal regulation of behaviour at work and stresses the move from collective relationships to individual rights in the workplace This text is suitable for use on the Chartered Management Institute Diploma level modules on recruitment and selection managing performance and developing teams and individuals It is also to be used for NVQ courses in HRM at levels 4 and 5 and is valuable for HR Professionals and line managers **Practical Guide to Managing People** Eugene Richman,Arvinder Brara,1975 *The Complete Idiot's Guide to Managing People* Arthur R. Pell,2003 To new managers and leaders getting the most and the best from employees is often one of the biggest challenges One of the most popular topics in the business category today people management is often confusing and difficult with opportunities for missteps along the way The Complete Idiot s GuideR to Managing People Third Edition is the solution to a new manager s questions In the fully updated revised edition expert author Dr Arthur Pell helps readers navigate these new seas and find success With solid coverage of leadership team management delegation workload management and reward discipline systems The Complete Idiot s GuideR to Managing People Third Edition offers new and updated coverage on working with employees on goal and career management downsizing and laying off employees fully revised sexual harassment and EOE information interviewing techniques the critical new employee period managing through negative times and retaining good employees **HR Magazine Guide to Managing People** Society for Human Resource Management (U.S.),2006 For 50 years human resource professionals have relied on HR Magazine s Managing Smart column to provide perceptive in depth information Now the best columns have been collected in this treasure trove of pep talks and practical tools that helps professionals recruit train and motivate talented managers The book s format includes handy sidebars called Quick Tips and Did You Know to keep track of core topics and update facts and statistics work sheets checklists and self assessments are also provided for implementing new ideas **A Handbook of Management and Leadership** Michael Armstrong,Tina Stephens,2005 Providing guidance on the processes of management and leadership this work presents particular reference to what managers and aspiring managers need to know about the skills of management and approaches to effective leadership **Managing People** Hall, Alison,2003-10-01 This work is a practical guide to people management for line managers in Higher Education It guides readers through the employment cycle from recruitment to parting company addressing en route those issues that cause line managers to lose most sleep *The Practical Guide to Managing Human Resources in Hospitality, Hotels and Events* Jennifer Kaye,2025-12-24 Taking a practical approach this insightful book provides key guidance and insights from HR professionals working in hospitality hotels and events showing how aspects of HR are facilitated in the working world using case studies and practical examples to elucidate theory With contributions from a range of industry HR professionals this volume aims to enhance the comprehension of a range of practical HR related issues

facing the hospitality hotels and events industries This includes guidance on the recruitment process fair recruitment practices contract types onboarding training appraisals reward and performance management amongst many other topics This book will contain real life experiences complementing the ideal process that HR follows when recruiting onboarding training monitoring performance and when rewarding staff The book also considers legal issues faced by an industry which continues to handle staffing challenges alongside post Brexit and Covid pandemic shortages International in scope this volume is a pivotal resource for college and university level students studying hospitality hotel or events management subjects as well as those with a general interest or career in HR or management such as those with an involvement in planning hospitality staffing or individuals responsible for planning corporate charitable or private events **EBOOK: Managing People** Alison Hall,2003-10-16 The most important asset of any university or college is its staff yet the majority of line managers in higher education institutions are not appointed on the basis of their experience of or expertise in managing people This book is a practical guide to people management for these managers With contributions from Professor Robin Middlehurst Tom Kennie and Catherine Simm Alison Hall guides readers through the employment cycle from recruitment to parting company addressing en route those issues that cause line managers to lose most sleep Illustrated throughout with case studies and examples of best practice the book provides a guide to effective and legal recruitment and selection managing the crucial early days of an appointment leadership team building measuring performance and appraisal managing tricky situations such as sickness absence discipline stress harassment and grievances handling the end of an employment relationship fairly Managing People will be essential reading for HE managers staff in Human Resource departments consultants and students and staff involved in HR courses *Managing People* Byron Lane,Richard Rierdan,2001 **A Practical Guide on Behaviour Change Support for Self-Managing Chronic Disease** Mara Pereira Guerreiro,Isa Brito Félix,Marta Moreira Marques,2023-03-07 This open access book is a valuable resource for students in health and other professions and practicing professionals interested in supporting effective change in self management behaviors in chronic disease such as medication taking physical activity and healthy eating Developed under the auspices of the Train4Health project funded by the Erasmus program of the European Union the book contains six chapters written by international contributors from different disciplines Chapter one introduces the competencies necessary for delivering effective behavior change support based on an established program of work and related learning outcomes The four following chapters describe how these competencies can be acquired focusing on concepts and theories assessing self management behaviors implementing change strategies and person centered communication using a practical approach The last chapter points out supplementary learning resources developed as part of the Train4Health project Expanding Leadership Impact Kevin R. Kehoe,1999-05-21 Integrate leadership practices and behaviors into managerial responsibilities *The Best of Inc. Guide to Managing People* Inc. magazine,1989 **Systems Approaches to Managing Change: A Practical Guide** Martin

Reynolds,Sue Holwell,2010-03-10 In a world of increasing complexity instant information availability and constant flux systems approaches provide the opportunity of a tangible anchor of purpose and iterate learning The five approaches outlined in the book offer a range of interchangeable tools with rigorous frameworks of application tried and tested in the real world The frameworks of each approach form a powerful toolkit to explore the dynamics of how societies emerge how organisations create viability how to facilitate chains of argument through causal mapping how to embrace a multiplicity of perspectives identifying purposeful activity and how to look for the bigger picture across multiple disciplines Systems Approaches offers an excellent first introduction for those seeking to understand what systems thinking is all about as well as why the tools discussed herein should be applied to management and professional practice This book provides a practical guide and the chapters stand alone in explaining and developing each approach *Managing People - Practical Guide on How to Become an Effective Manager* Alfred Massaquoi-C,2009-01-11 Learn management styles and theories How to effectively motivate employees Excellent ways to recruit job applicants How to conduct effective interviews How to get the job in an interview How to write a protest letter to get results Learn techniques of terminating employees *Managing People in Changing Times* Robert Burns,1993 Changes in the workforce can be traumatic for those involved Managing People in Changing Times analyses the dramatic upheavals taking place in the business and industrial environment economic social and technological changes of unprecedented pace and importance It presents a thoughtful understanding of the impact of organizational change on all members of staff and offers strategies to enable both managers and employees to cope with the effects of these developments in their working environment Managing People in Changing Times helps staff members at all levels in a range of organisations to identify and resolve the psychological and emotional effects of stress redundancy and relocation in the workplace Robert Burns provides managers with the skills required to understand and deal with conflicts at work and includes activities and checklists which will be invaluable in staff training and counselling BOOK JACKET Title Summary field provided by Blackwell North America Inc All Rights Reserved

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