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**Written for the CIPD
Professional Qualifications, this**

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is a useful revision tool. It summarises key topics to jog your memory and is packed with relevant exam guidance. The portable card format helps you revise conveniently at a glance.

Foundations in Accountancy

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(FIA) awards are entry-level, core-skill focused qualifications from ACCA. They provide flexible options for students and employers, and as official ACCA Approved Learning Provider - Content, BPP Learning Media's

study materials are tailored to the exams students will take.

The key knowledge assembled in this book comprises today's most comprehensive resource on Sjögren's syndrome. Sjögren's patients require the care of a wide

variety of clinical and surgical specialists to treat their disease and improve their quality of life. This volume presents a broad multi-disciplinary approach, enlisting the expertise of well-respected authors from around

the world, covering the specialties of rheumatology, ophthalmology, oral medicine, oral surgery, otolaryngology, hematology, and others. This practical clinical resource begins with an overview of Sjögren's myths, pearls and

**tips, information for referring
physicians, and diagnostic and
classification and criteria. The
second section covers
pathogenesis, providing the
backbone for our understanding
current diagnostics and**

therapeutics. The third section is devoted to clinical manifestations and therapeutic considerations. It covers the entire spectrum of symptoms and treatment, infused with the experience and astute clinical observations of the book's

contributors. With system-wide coverage of local and systemic therapy, the book examines current therapy, biologics, and emerging therapeutic targets. Presenting many international perspectives, this book creates an

**inter-connective conduit for the
global community of Sjögren's
patients and physicians.**

**Medical acronyms and
abbreviations offer convenience,
but those countless shortcuts can
often be confusing. Now a part of**

the popular Dorland's suite of products, this reference features thousands of terms from across various medical specialties. Its alphabetical arrangement makes for quick reference, and expanded coverage of symbols ensures they

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are easier to find. Effective communication plays an important role in all medical settings, so turn to this trusted volume for nearly any medical abbreviation you might encounter. Symbols section makes it easier to

locate unusual or seldom-used symbols. Convenient alphabetical format allows you to find the entry you need more intuitively. More than 90,000 entries and definitions. Many new and updated entries including

terminology in expanding specialties, such as Nursing; Physical, Occupational, and Speech Therapies; Transcription and Coding; Computer and Technical Fields. New section on abbreviations to avoid, including

**Joint Commission abbreviations
that are not to be used.**

**Incorporates updates suggested by
the Institute for Safe Medication
Practices (ISMP).**

**Sjögren's Syndrome
Second Edition**

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**Passcards. People management
and development**

The Rise of HR

**Armstrong's Handbook of Human
Resource Management Practice**

***Helen Martin spent years in
pursuit of fashion and adventure***

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***first as a couture runway model
and later as a skilled
outdoorswoman. She worked
with many of the greatest
innovators in fashion: Pauline
Trigère, James Galanos, Edith
Head, Victor Skrebneski, Kim***

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***Dawson, Oscar de la Renta,
Hubert de Givenchy, Bob Mackie,
Donna Karan, and Stanley
Marcus, to name but a few.
Whether she was strutting on the
catwalk or climbing the side of a
mountain, she embraced high***

***style as a vocation--a
fashionable life lived fearlessly.
In High Fashion, High Adventure,
Martin combines wit,
imagination, and humor in
essays that span her start in
fashion as a young***

***photographer's model in Chicago
to globetrotting adventurer to
Dallas style icon.***

***Human resource departments
increasingly use the statistical
analysis of performance
indicators as a way of***

demonstrating their contribution to organizational performance. In this book, Steve Fleetwood and Anthony Hesketh take issue with this 'scientific' approach by arguing that its preoccupation with statistical analysis is

misplaced because it fails to take account of the complexities of organizations and the full range of issues that influence individual performance. The book is split into three parts. Part I deconstructs research into the

alleged link between people and business performance by showing that it cannot explain the associations it alleges. Part II attributes these shortcomings to the importation of spurious 'scientific' methods, before going

on to suggest more appropriate methods that might be used in future. Finally, Part III explores how HR executives and professionals understand their work and shows how a critical realist stance adds value to this

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***understanding through
enhanced explanation.***

***Employee Relations is a guide to
the fundamental principles of
employee relations in the UK.***

***Tailored to the needs of
practitioners it offers a complete***

overview of the field strongly aligned to the organizational and HR strategy and objectives. Using a combination of practical tools, assessments, scenarios and case studies from best practice it will build your

knowledge of the area from understanding the labour market and the employment relationship to trade unions and international governing bodies. The book covers key areas such as conflict and dispute resolution, dismissal

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and redundancy, rights, ethics and much more. Aligning effective employee relations with strategic objectives, this book will equip you with the skills you need to plan, implement and assess employee relations.

Employee Relations is part of the brand new HR Fundamentals series, offering practical advice to HR professionals starting out in their career, completing CPD training or studying for their professional qualifications with

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the CIPD. It is the complementary partner title to Employment Law, also by the same author.

This book is designed to give you a comprehensive overview with everything you need to know about the world of

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***psychology from preparing for a
degree in psychology to
developing a career within the
discipline.***

***The Higher Education Manager's
Handbook***

Developing Skills for Business

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Leadership

CIMA - E3 Strategic Management

Cipl Professional Development

Scheme Leadership and

Management

Employee Relations

The Routledge Companion to

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Reward Management
provides a prestige
reference work and a state-
of-the-art compilation,
mapping out contemporary
developments and debates
on rewarding people in

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employment, and how they relate to business, corporate governance and management. Reward management stands at the interdisciplinary interface between economics,

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industrial relations and HRM,
industrial psychology and
organisational sociology, and
increasingly corporate
governance incorporating
debates around equity and
fairness in and around the

employment relationship and wider capital-labour relations. In recent years, trade union decline and widening differentials between those employed at the top of organisations have

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generated critical
commentary in the popular
media which can negatively
impact on social cohesion.
Theoretically underpinned
but practically oriented, this
Companion will synthesise

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these trends and controversies around issues while tracing conceptual and empirical provenance, currency and future prospects. It will be an invaluable resource for

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student and researchers in
reward management,
corporate governance,
management and HRM
seeking convenient access to
an area which is highly
complex and controversial in

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application.

FIA - FAB Accountant in
Business (ACCA F1) Study
Text

No one has ever said living
the life of your dreams is
easy. It takes drive and

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determination, persistence
and patience, faith and trust
in the wonderful power
within but most importantly,
it takes ACTION! So read this
book if...you know there's
something more for

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you...you know you want to
make big changes...you
know you want a better way
to liveAnd you want to find
out how to get it.Finding a
Future that Fits makes sure
that you live YOUR authentic

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life. It's full of insights and practical exercises which provide a step-by-step guide to achieving the life you really want. Are you ready to find a future that fits? If so, your journey begins here...

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A core text book for the CIM
Qualification.

Passcards

People Management and
Development

3 Managing Marketing 2012

CII Diploma - J07 supervision

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in regulated market Study
Text 2011/2012

Business Essentials

*Over the last 15 years,
Coaching and Mentoring has
become the go-to guide for
anyone looking to develop*

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their coaching and mentoring skills at individual, team or organizational level. Clear and accessible, it uses practical tools and best practice to demonstrate how

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*to relate theoretical models
to specific situations to gain
real benefits. It provides
strategies that can be
applied to any situation,
including life coaching,
business coaching and*

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*community mentoring. Now
in its 3rd edition, Coaching
and Mentoring has been
fully updated to cover the
latest thinking and
developments in this area
including extended coverage*

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*of coaching supervision.
There is also now a brand
new section on practical
applications of coaching and
mentoring for organizations
which includes advice on
how to align coaching and*

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*mentoring strategies to
overall business goals and
how to provide evidence for
its transformational impact
on employee performance.
Full of practical advice, case
studies and examples, this*

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*comprehensive guide will be
of value to everyone
involved in any aspect
coaching and mentoring.
Employment Law is a
practical guide to
understanding and applying*

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the law effectively at work in the UK. Tailored to the needs of practitioners it offers a complete overview of the fundamentals of employment law, examining its importance for an

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*organization, its employees
and the HR function. Using
a combination of practical
tools, assessments,
scenarios and case studies
from best practice it will
build your legal knowledge*

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*of key areas including
immigration, employing
temporary staff, changing
contracts, discrimination,
equal pay, family rights,
redundancy and much more.
Employment Law is part of*

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*the HR Fundamentals series,
offering practical advice to
HR professionals starting
out in their career,
completing CPD training or
studying for their
professional qualifications*

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with the CIPD. It is the ideal companion to Employee Relations, also by the same author.

As the industry's foremost voice for human resources certification, the HR

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Certification Institute has brought together the world's leading HR experts to share insights on our profession through this inaugural Institute-sponsored publication that is being

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distributed globally in an effort to advance the HR profession. Seventy-three human resources thought leaders from across the globe volunteered to contribute their expertise to

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*this compilation of wisdom
regarding the HR
profession. Together, their
contributions offer a
comprehensive look into the
critical issues transforming
human resources-one of the*

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*fastest-growing professions
in the workplace and one
that is being influenced by
many factors, including
technological developments
and globalization.*

Armstrong's Handbook of

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Human Resource

*Management Practice is the
bestselling and definitive
resource for HRM students
and professionals, which
helps readers to understand
and implement HR in*

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relation to the needs of the business. It covers in-depth all of the areas essential to the HR function such as employment law, employee relations, learning and development, performance

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management and reward, as well as the HR skills needed to ensure professional success, including leadership, managing conflict, interviewing and using statistics. Illustrated

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*throughout in full colour and
with a range of pedagogical
features to consolidate
learning (e.g. source review
boxes, key learning points,
summaries and case studies
from international*

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organizations such as IBM, HSBC and Johnson and Johnson), this fully updated 15th edition includes new chapters on the HRM role of line managers, evidence-based HRM, e-HRM and the

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gender pay gap, further case studies and updated content covering the latest research and developments.

*Armstrong's Handbook of
Human Resource
Management Practice is*

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*aligned with the Chartered
Institute of Personnel and
Development (CIPD)
profession map and
standards and is suited to
both professionals and
students of both*

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undergraduate degrees and the CIPD's level 5 and 7 professional qualifications. Online supporting resources include comprehensive handbooks for lecturers and students, lecture slides, all

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*figures and tables, toolkits,
and a literature review,
glossary and bibliography.
Wisdom from 73 Thought
Leaders
The British National
Bibliography*

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*Is Psychology really the
career for you?*

Coaching and Mentoring

People Management

***Fostering positive
relationships between
employers and employees***

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***is crucial to ensure
employee commitment
and engagement, as well
as overall business
performance. Employee
Relations is a practical
guide to the principles***

and practice of employee relations in the workplace. Covering the key areas such as conflict and dispute resolution, dismissal and redundancies, rights and

***ethics, it equips you with
the skills and knowledge
you need to plan,
implement and assess
employee relations in any
type of organization.***

Practical diagnostic tools

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and a variety of real-life examples from organizations including Amazon, HSBC and the UK Police Force are found throughout. This fully revised second edition of

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***Employee Relations
features new material on
the gig economy, the
virtual workplace, and
recent legislation
changes, and is more
closely linked to the CIPD***

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***professions map. New
online supporting
resources include a series
of templates,
questionnaires and
further tools to help
evaluate and support the***

***development of an
effective employee
relations strategy. HR
Fundamentals is a series
of succinct, practical
guides for students and
those in the early stages***

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***of their HR careers. They
are endorsed by the
Chartered Institute of
Personnel and
Development (CIPD), the
UK professional body for
HR and people***

***development, which has
over 145,000 members
worldwide.***

***Drawing on professional
experience from
university innovators and
a wealth of international***

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***case studies, The Higher
Education Manager's
Handbook offers practical
advice and guidance on
all aspects of university
management. An
engaging, comprehensive***

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***and highly accessible
practitioner's guide, the
book tackles all the key
areas central to the job of
managing in higher
education, from
understanding the***

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***culture of your university
and the role it plays, to
providing effective
leadership and managing
change. Now in a
thoroughly updated third
edition, the book is***

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***written from the unique
perspective of the higher
education manager,
offering advice that can
be implemented
immediately by leaders at
all levels. The book is***

organised into four pre-requisites that any prospective higher education manager must master if they are to be an effective university leader: Knowing your

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***environment Knowing
your university Knowing
your department Knowing
yourself Each of the
chapters within these
sections provides
commentary and analysis***

***of the particular role
aspect under review, and
offers advice and
guidance on good
practice, including case
study examples and self-
assessment tools. New***

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***topics include: The new
higher education
landscape The first 100
days Avoiding cognitive
bias and developing a
flexible mindset Strategic
planning and Teaching***

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***Excellence Framework
(TEF) Reviewing course
portfolios and subject
areas Improving student
outcomes and staff
experience Assessing and
mitigating risk Project***

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***management and
managing up Widening
participation and social
mobility Vice chancellors,
university presidents,
provosts and deans, heads
of academic departments***

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***and university services,
subject leaders, course
directors and others in
management positions
within the field of higher
education will find this
book to be an***

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***irreplaceable resource
that they will use time
and time again.***

***Written for the CIPD
Level 7 Advanced module
of the same name,
Learning and Talent***

Development combines a clear and concise structure and writing style with an academic and critical approach to the subject. It analyses and evaluates a range of

***learning and talent
development theories and
strategies so students can
learn how to take the lead
and confidently initiate,
develop and implement
these strategies,***

interventions and activities in the workplace. Covering key topics such as the national and organizational context of learning and talent

***development, concepts
related to individual and
organizational learning
and the functions
associated with managing
learning and talent
development in the***

***context of professional
practice, Learning and
Talent Development
equips individuals to
meet the expectations
placed upon those
performing specialist***

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***roles in developing others
and is therefore also ideal
for undergraduate and
postgraduate students of
human resource
management or business
students taking a module***

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***in human resource
development or learning
and development. Online
supporting resources
include web links for each
chapter, lecture slides
and an instructor's***

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***manual complete with
lecture handouts and
additional case studies
per chapter.***

***Mapped to the CIPD Level
7 Advanced module of the
same name, Developing***

***Skills for Business
Leadership focuses on
three core areas for
successful professional
development and
practice: managing
yourself and others,***

transferable managerial skills and postgraduate study skills. Each skill is covered both conceptually and practically by a subject area expert to help all readers analyze

***and critically evaluate,
manage more effectively,
make sound and
justifiable decisions and
lead and influence others.
Covering key concepts
such as developing your***

***professional identity,
effective management of
interpersonal
relationships at work,
people management and
interpreting financial
information, this fully***

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***updated 2nd edition of
Developing Skills for
Business Leadership is
ideal for all postgraduate
business students taking
a module in professional
development, career***

***development or
management skills.
Integrating IT skills into
each chapter, it includes
a new chapter on
reflecting and coaching,
updated references to the***

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***CIPD's HR Profession
Map, additional coverage
of stress, health and
wellbeing and an
enhanced international
dimension throughout the
text. Online supporting***

resources include an instructor's manual and lecture slides as well as additional case studies, and sample assignments, checklists and exam guides lecturers can use

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in their teaching.

***Dorland's Dictionary of
Medical Acronyms and
Abbreviations E-Book***

***High Fashion, High
Adventure***

Cipd People Management

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***and Development -
Passcard***

***Learning and Talent
Development***

***Human Resource
Management at Work***

The third edition of Employee

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Relations is a practical guide to the principles and practice of fostering positive relationships with employees to develop their engagement and achieve business success. It features updated material on recent legislation changes

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including employment status in the gig economy and deregulation as a result of new international relations. Covering key areas such as conflict and dispute resolution, redundancies, rights and ethics, this book equips you with the skills and knowledge to

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plan, build and assess employee relations in any type of organization. Practical diagnostic tools and real-life examples from organizations including HSBC show how these strategies can be applied in practice. With updated guidance and

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examples covering employee voice and the virtual workplace, Employee Relations is a vital resource for HR practitioners and students alike. Online resources include questionnaires and templates to support the development of an

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effective employee relations strategy. HR Fundamentals is a series of succinct, practical guides featuring exercises, examples and case studies. They are ideal for students and those in the early stages of their HR careers.

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New and specifically written for the CIPD Professional Qualifications, Passcards are a revision tool. They summarise key topics to jog your memory and are packed with relevant exam guidance. Their portable card format helps you

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revise conveniently at a glance.

This book is designed to be of value to anyone who is studying human resources, whether as a subject in its own right or as a module forming part of any business-related degree or diploma. However, it provides

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complete coverage of the topics listed in the Edexcel Guidelines for 21 (Human Resource Management) and 22 (Managing Human Resources) of the BTEC Higher Nationals in Business (revised 2010). The book contains these sections: *

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Human Resources Management *

HRM Issues Features include
summary diagrams, worked
examples and illustrations, activities,
discussion topics, chapter summaries
and quick quizzes, all presented in a
user friendly format that helps to

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bring the subject to life.

BPP Learning Media provides the widest range of study materials of any CIMA publisher. Our comprehensive printed materials highlight the areas to focus on for your exams, and our e-Learning

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products complement the syllabus to
improve your understanding.

Human Resource Management

Principles of Human Resource

Management

FIA Foundations of Accounting in

Business - FAB Study Text-2013

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The Routledge Companion to
Reward Management
Cipd People Management and
Development

* A list of syllabus learning outcomes
covered in each chapter *

Referencing of each chapter section

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to the syllabus Learning Outcomes covered in the section * Clear concise topic-by-topic coverage * Examples and Exercises to reinforce learning, confirm understanding and stimulate thought * A round up of the key points in each chapter * A

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quick quiz at the end of each chapter We recognise that most students have only limited time for study and that some study material available on the market can be very time-consuming to use. BPP Learning Media has prepared study

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material which provides you with what you need to secure a good pass in your exam, while making effective use of your time.

Specifically written for the CIPD Professional Qualifications, Passcards are a valuable revision

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tool. They summarise key topics to jog your memory and are packed with relevant exam guidance. Their innovative portable card format helps you revise conveniently at a glance.

The Higher Education Manager's

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Handbook 2/e has been substantially updated and reflects important changes that have occurred since its first publication in 2004. It offers excellent counsel and guidance on all aspects of the manager's role and provides the navigational tools to

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successfully operate within Higher Education organizations. Within this new edition, Peter McCaffery continues to draw on a wealth of US and UK case study materials drawn from innovative practice. This best selling guide builds upon its original

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strengths and remains an engaging, accessible and highly enjoyable read. Written in the unique perspective of the HE manager, it offers practical advice that can be implemented immediately by managers and university leaders at all levels. It

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addresses the internal ramifications of cynicism and demoralisation that are rife within many academic communities and is based on four pre-requisites essential for becoming an effective HE leader: Knowing Your Environment Knowing Your

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University Knowing Your
Department Knowing Yourself
What's new in the second edition...
New Chapter! Celebrating Diversity
The Specific strategic drivers in HE
University Governance The Business-
Facing University The Community

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Fostering Research
Excellence, Fostering Teaching
Excellence and Enhancing the
Student Experience
Internationalization Managing your
Reputation Managing in a crisis
Higher Education Managers, Team

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Leaders, Vice Chancellors, Provosts,
University Presidents, Department
Heads and Student Affairs

Administrators will find this book to
be an irreplaceable resource that
occupies a permanent "within hands-
reach" position on their desk and/or

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nearest bookshelf.

PRINCIPLES OF HUMAN

RESOURCE MANAGEMENT The

second edition of this best-selling

textbook Principles of Human

Resource Management has been

fully revised and updated in line with

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topical changes in the work environment. It covers essential topics on HRM and provides students with a working knowledge of the subject area. In particular, issues such as work analysis, job design and the changing nature of

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work, occupational health, safety and wellbeing, employee work life balance have been thoroughly discussed in this edition. The author describes, assesses and evaluates the role and contribution of the HR manager in the contemporary

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organisation in Ghana and globally. This book is essential for both undergraduate and postgraduate HRM students as well as practitioners and general readers. It compares some HRM issues in Ghana to other countries such as

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UK, USA and the Czech Republic and draws similarities and differences. Some of the topics discussed are as follows; Overview of Human Resource Management Equal Employment Opportunity and HRM Sexual Harassment in the

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Work Environment Work Analysis,
Job Design and Human Resource
Planning Recruitment and Selection
of Employees Tips on Job Hunt,
CVs, Cover Letters and Interviews
Compensation and Reward Systems
Performance Management and

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Appraisals Career Planning,
Development, and Management
Industrial Relations in Organisations
Occupational Health, Safety and
Well-being at the Workplace Work-
life Balance a Retention Strategy The
Importance of Leadership,

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Teamwork, and Communication in Organisations If you are looking for a book that is simple, practical and easy to read, this book offers the combination of all that and more and you will find it very worthwhile.

FIA Maintaining Financial Records

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FA2

Achieve Your Dreams and Discover
Your True Self

A Complete Strategy for Design
Application and Assessment
Effective Leadership and
Management in Universities and

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Colleges

CIM 4 Stakeholder Marketing 2012

This new 3rd edition of the best-selling text People Management & Development: Human Resource Management at Work is the complete text for anyone studying

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Human Resource Management. Combining the latest academic research with practical approaches to managing HR in the workplace, the text is thoroughly revised with increased signposting to enhance accessibility, a revised structure

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designed to be more flexible for use on CIPD and non-CIPD courses, as well as the addition of more international cases. Ideal for students studying for the CIPD professional qualification as well as general human resource

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management modules at undergraduate and postgraduate level. A 'route map' at the front of the book will indicate how the text can be used on both CIPD and non-CIPD courses to assist lecture preparation. TARGETED AT -

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