

New Employee Onboarding Buddy Guidelines

Tap into the wisdom of experts to learn what every engineering manager should know. With 97 short and extremely useful tips for engineering managers, you'll discover new approaches to old problems, pick up road-tested best practices, and hone your management skills through sound advice. Managing people is hard, and the industry as a whole is bad at it. Many managers lack the experience, training, tools, texts, and frameworks to do it well. From mentoring interns to working in senior management, this book will take you through the stages of management and provide actionable advice on how to approach the obstacles you'll encounter as a technical manager. A few of the 97 things you should know: "Three Ways to Be the Manager Your Report Needs" by Duretti Hirpa "The First Two Questions to Ask When Your Team Is Struggling" by Cate Huston "Fire Them!" by Mike Fisher "The 5 Whys of Organizational Design" by Kellan Elliott-McCrea "Career Conversations" by Raquel Vélez "Using 6-Page Documents to Close Decisions" by Ian Nowland "Ground Rules in Meetings" by Lara Hogan

Fundamentals of Human Resource Management: People, Data, and Analytics provides a current, succinct, and interesting introduction to the world of HRM with a special emphasis on how data can help managers make better decisions about the people in their organizations. Authors Talya Bauer, Berrin Erdogan, David Caughlin, and Donald Truxillo use cutting-edge case studies and contemporary examples to illustrate key concepts and trends. A variety of exercises give students hands-on opportunities to practice their problem-solving, ethical decision-making, and data literacy skills. Non-HR majors and HR majors alike will learn best practices for managing talent in today's ever-evolving workplace. A Complete Teaching & Learning Package SAGE Premium Video Included in the interactive eBook! SAGE Premium Video tools and resources boost comprehension and bolster analysis. **IBMs** Featured include Inside HR interviews where students can hear how real companies are using HR to gain competitive advantage, as well as SHRM and TEDTalk videos. Watch a sample on Measuring Training's Effectiveness. Interactive eBook Includes access to SAGE Premium Video, SAGE Business Case Collection, multimedia tools, and much more! Save when you bundle the interactive eBook with the Loose-leaf version. Order using bundle ISBN: 978-1-0718-1340-9. SAGE coursepacks FREE! Easily import our quality instructor and student resource content into your school's learning management system (LMS) and save time. Learn more. SAGE edge FREE online resources for students that make learning easier. See how your students benefit.

Leading a fast-growing team is a uniquely challenging experience. Startups with a hot product often double or triple in size quickly—a recipe for chaos if company leaders aren't prepared for the pitfalls of hyper-growth. If you're leading a startup or a new team between 10 and 150 people, this guide provides a practical approach to managing your way through these challenges. Each section covers essential strategies and tactics for managing growth, starting with a single team and exploring typical scaling points as the team grows in size and complexity. The book also provides many examples and lessons learned, based on the authors' experience and interviews with industry leaders. Learn how to make the most of: Hiring: Learn a scalable hiring process for growing your team People management: Use 1-on-1 mentorship, dispute resolution, and other techniques to ensure your team is happy and productive Organization: Motivate employees by applying five organizational design principles Culture: Build a culture that can evolve as your grow, while remaining connected to the team's core values Communication: Ensure that important information—and only the important stuff—gets through

Make a difference with company culture Organizations around the world are looking for the "secret sauce" to create strong company cultures—and this book lets you in on what you can do to share the same culture that drives places like Google, Southwest, and Wegman's to succeed. Inside, expert author on corporate culture Mike Garino distills company culture down to the four core elements that you need to consider when making any business decision. Packed with real-world examples and practical approaches to help you build a culture that drives performance, increases bottom line results, and creates brands that people talk about and remember, this is the book you'll want to keep close by as you create your own unique culture. Implement and manage cultural change effectively Apply key principles to achieve organizational goals See how new technologies influence organizations Retain employees and attract new talent With this helpful guide, you'll boost your company's culture in no time!

Transform any public library into a truly sustainable organization—not just environmentally sustainable, but economically and socially sustainable as well—by following the directions and practices described in this book. • Offers theory and practical advice on implementing a sustainability program from a recognized expert in management and sustainability in the library environment • Presents step-by-step instructions for creating a Triple Bottom Line (TBL) sustainable public library • Addresses a highly relevant and timely topic

with librarians and library administrators

The Definitive Guide to Building More Inclusive, Innovative, and Productive Teams

Ask a Manager

How the Best Organizations Win through Structured and Inclusive Hiring

Simple, Effective, Done Right

ATD's Handbook for Training and Talent Development

A Radical Enterprise

The Holloway Guide to Technical Recruiting and Hiring

Supercharge Performance by Linking Employee-Driven Career Development with Business Goals How do you make career development work for both the employee and the business? IBM® has done it by tightly linking employee-driven career development programs with corporate goals. In *Agile Career Development*, three of IBM's leading HR innovators show how IBM has accomplished this by illustrating various lessons and approaches that can be applied to other organizations as well. This book is for every HR professional, learning or training manager, executive, strategist, and any other business leader who wants to create a high performing organization. "In the 21st century, there will be an increasing competitive need for any company to operate as a globally integrated enterprise that can effectively develop and then tap the skills and capabilities of its workforce anywhere in the world. In IBM, we have worked to enable a workforce that is adaptive, flexible, and capable of responding to changes in the marketplace and the needs of our clients. Agile Career Development shows how focusing on career development opportunities and guidance for employees is a key factor in our business strategy and a major source of value for IBM employees. This book can be used as a guide to any organization that is seeking to find practical ways to develop the talent of its workforce."—J. Randall MacDonald, Senior Vice President, IBM Human Resources "This book highlights tried and true best practices developed at a company known the world over for active dedication to the workforce. Mary Ann, Diana, and Sheila have captured the key issues that will enhance and streamline your career development program and, subsequently, increase employee engagement, retention, and productivity. I particularly like their practical, real-life understanding of the barriers to most career development programs and the manageable framework to bring career growth to life. They also teach us how to make a business case for career development—critical in creating the foundation for a sustainable program. This includes a good blend of benefits both for the individual employee and the organization as a whole. I really wish I had this book available to me years ago when I was managing a career development program!"—Jim Kirkpatrick, Ph.D., author of *Implementing the Four Levels of Transferring Learning to Behavior*

Many federal agencies have made huge strides to develop, fully utilize, and enhance the effectiveness of their most valuable resource: their workforce. This book captures those successes and relates the stories behind them. Innovative recruitment and retention strategies, dynamic employee onboarding programs, leading-edge HR technology—these are some of the stories that offer valuable lessons for anyone dealing with human resources issues in government, business, or any other organizational environment. The authors highlight not only the successful outcomes of various agency programs, but also consider the bumps and hurdles encountered and overcome along the way. Rather than a theoretical presentation of what might, or should, work, *Human Capital Management: What Really Works in Government* provides thought-provoking and practical examples detailing what federal agencies are doing that is working.

Do you supervise people? If so, this book is for you. One of a manager's toughest—and most important—responsibilities is to evaluate an employee's performance, providing honest feedback and clarifying what they've done well and where they need to improve. In *How to Be Good at Performance Appraisals*, Dick Grote provides a concise, hands-on guide to succeeding at every step of the performance appraisal process—no matter what performance management system your organization uses. Through step-by-step instructions, examples, do-and-don't bullet lists, sample dialogues, and suggested scripts, he shows you how to handle every appraisal activity from setting goals and defining job responsibilities to evaluating performance quality and discussing the performance evaluation face-to-face. Based on decades of experience guiding managers through their biggest challenges, Grote helps answer the questions he hears most often: • How do I set goals effectively? How many goals should someone set? • How do I evaluate a person's behaviors? Which counts more, behaviors or results? • How do I determine the right performance appraisal rating? How do I explain my rating to a skeptical employee? • How do I tell someone she's not meeting my expectations? How do I deliver bad news? Grote also explains how to tackle other thorny performance management tasks, including determining compensation and terminating poor performers. In accessible and useful language, *How to Be Good at Performance Appraisals* will help you handle performance appraisals confidently and successfully, no matter the size or culture of your organization. It's the one book you need to excel at this daunting yet critical task.

An unappreciated housewife boldly responds to her self-absorbed husband, and ends up running for U.S. President, she admits, "Because it's the only high paying job opening I know of." *Following non-traditional campaign thoughts*, Sheila For President? takes the reader on an unusual journey of Sheila and her Earth High School Party, (called that because she wants to have everyone enjoy, like they are in the youthful, high school, state of mind). Read *Sheila For President?* and have an Earth High School experience!

Diversity, equity, and inclusion (DEI) are the buzzwords of the business world, but it's the statistics that sting: 85% of corporate executives and board members in the U.S. are white men. Companies are trying to create more inclusive workplaces by creating new policies and changing hiring practices, but they're missing allyship. As top DEI Consultant DI Ciruolo asks readers, "Why should people care about being allies?": The current system, she reveals, is full of blame for inequalities. It is full of shame, too, as insiders at top tech companies share eye-opening stories about what DEI is really like in Silicon Valley and beyond. But allyship isn't about blame or shame; it's about action. Now, Ciruolo shows why allyship is crucial for every business within Ally Up. Leaders are expected to understand systems of inequality in the workplace and beyond to promote more inclusive and higher performing teams. *Ally Up* is a how-to guide written with exactly those goals in mind.

Effective Onboarding

2018 Exams

What Really Works in Government

Advances in Pharma Business Management and Research

Retaining Women in Tech

Company Culture For Dummies

The Builder's Guide to the Tech Galaxy

A well-planned, comprehensive orientation program benefits both organizations and employees. Investing in new employees pays big dividends in performance, retention, and engagement. But does your training program cover the essentials of making new hires feel informed, prepared, and supported? Organization development authority and prominent trainer Karen Lawson has created comprehensive new employee orientation workshops to ensure organizational onboarding is done right for the benefit of all employees, regardless of job level or function. Her two-day, one-day, and half-day agendas include the resources trainers need to deliver practical, interactive sessions. Your workshop will help ensure that new employees integrate smoothly and effectively into their organization and its mission. You'll also find tools and checklists developed specifically for busy supervisors and managers who conduct orientation in their departments.
***Start, Build, and Navigate Your Career* and *TD Career & TD Career Handbook for Training and Talent Development* is the premier resource and compendium of everything a training and talent development (TD) professional needs to know to start, build, and navigate a thriving career. Now in its third edition and grounded by the Talent Development Capability Model, this is more than a revised volume. This edition offers an up-to-date view of the growing roles of talent development professionals, our changing world of work, and the critical need for business alignment. Edited by Elaine Blech, the third edition is divided into eight sections comprising 57 chapters authored by 10 expert practitioners—the brightest thinkers in the field—who share foundational and advanced perspectives and information. The Handbook dives deeply into growing professional expertise and personal skills, virtual learning and remote work, trends affecting TD, managing organizational and career change, growing roles in TD, and understanding organizational impact and business alignment. Fifty online tools are available to download, and there is also a glossary and references. TD professionals, keep this practical, companionable volume close by; it's the reference you will always turn to. A Who's Who of Talent Development Experts and Leaders Contributors Section I: The Foundations of Learning and Development: Tracy Byham Contributors: Lorrie Lykins • Becky Pike Pluth • Jonathan Halls • Preethi Anand Section II: Planning a Career in Talent Development: Beverly Kaye Contributors: Morgean Hirt • Rich Douglas • Catherine Lombardozzi • Ryan Gottfredson • Travis Waugh • Jean Greaves Section III: Training and Development Basics: Bob Pike Contributors: Angel Green • Ingrid Guerra-Lopez • Sharon Boller • Brian Washburn • Crystal Kadakia and Lisa Owens • Hadiya Nuriddin • Mhairi Campbell • Nancy Duarte • Jeff Davenport • Jim Kirkpatrick • Wendy Kirkpatrick • Jack Phillips • Patti Phillips Section IV: Enhancing and Supporting Talent Development: Elliott Masie Contributors: George Hall • Jennifer Hofmann • Maureen Orey • Emma Weber • Diane Elkins • Cindy Huggett • Cindy Clay Section V: Required Forward-Focused Proficiencies and Attitudes: Rita Bailey Contributors: Wendy Gates Corbett • David Macon • Greg Owen-Boger • Dale Ludwig • Michael Wilkenson • Dianna Bocher • Maria Morukian • Alex Adamopoulos • JD Dillon Section VI: Expanded Roles of Talent Development: Kimi Kippen Contributors: Wendy Axelrod • Barbara Goretsky • Hallelly Azulay • Jenn Labin • Laura Francis • Kim Barnes • Bev Scott • Andrew Sobol • Tammy Bjelland • Lou Russell Section VII: Aligning the Learning Function to the Organization: Ken Blanchard Contributors: Jack Zenger • Joe Folkman • William Rothwell • Angela Stopper • Aileen Zaballero • Jim Kouzes • Barry Posner • Kevin Cope • Norma Dávila • Wanda Piña-Ramírez • David Vance • Emily Wood Section VIII: Talent Development's Role for Future Success: John Coné Contributors: Holly Burkett • Tanya Wilson • Andy Trainor • Dave Forman • Christie Ward • Jennifer Stanford • Karl Kapp • Jessica Briskin • Larry Wolf**

Liftoff! is your guide to leveling up as a design manager and leader. Its experience-driven approach—written by designers for designers—will help you hire and scale teams, develop careers, learn why diversity matters to your business, and solidify design's role in your organization. Liftoff! will elevate your skills to lead your team and company to new heights.

Few organizations have manager onboarding programs, but they are key to equipping managers with the tools they need to be successful from day one. In "A Road Map for Onboarding Managers," Sharlyn Lauby details how proper onboarding prepares managers to start their role confidently, engaged, and better able to serve as an employee coach and mentor—both of which are critical to an organization's bottom line. This issue of TD at Work: • identifies why managers need their own onboarding program • outlines a step-by-step process for developing a manager onboarding program • offers a checklist for a new manager buddy program • provides a template for developing a new manager onboarding program.

This essential, single-volume textbook supplies a comprehensive introduction to library management that addresses all the functions of management, specifically within the ever-evolving modern library environment. • The latest edition of a best-selling core management text—now in its ninth edition—covering all the management functions of libraries and information centers • Supplies new discussion topics, examples of management challenges, and case studies • Provides a global perspective on library management • Contains new discussion topics and case studies and offers supplementary online materials • Includes "Chapter Takeaways," a list of topics that the reader should understand after reading the chapter; "Management on the Job" sections referencing a specific journal article that demonstrates the chapter topic; and "Talk about It" and "Practice Your Skills" segments that offer readers a chance to demonstrate what they are learning

How to Be Good at Performance Appraisals

Changing the Way You Attract, Acquire, Develop, and Retain Talent Agile Career Development Fundamentals of Human Resource Management The Definitive Guide to Finding & Keeping Great Employees 97 Things Every Engineering Manager Should Know

Since 2008, busy managers by the tens of thousands have turned to this best-selling book as a handy guide to the ins and outs of human resources. And no wonder! Because whether you're a small business owner, a manager in a business without an HR department, or even a seasoned HR professional, The Essential HR Handbook will help you handle any personnel problem - from onboarding to outplacement - quickly and easily. This fully updated 10th anniversary edition is packed with information, tools, checklists, sample forms, and timely tips to guide you through the maze of personnel issues in today's complex business environment. In it you'll find out how to: Attract talented staff through social media recruiting Identify legal pitfalls to avoid lawsuits and regulatory interference Train a diverse and inclusive multigenerational workforce Provide the compensation and benefits package that will make your organization an "employer of choice" Streamline your orientation and onboarding practices so new employees hit the ground running Whenever personnel problems arise, having The Essential HR Handbook on your bookshelf is like having a team of expert HR consultants at your beck and call!

Nurses are already nurse managers. They must manage patient caseloads and care plans as well as supervise aides, technicians, and other care providers. But moving from this type of organic management to a defined nurse manager role is not a natural progression. Nurse managers must command a vast, diverse, and robust skill set, and those skills must first be defined, explained, and operationalized for success. In an environment that offers new managers little support, where do they turn? The Nurse Manager 's Survival Guide (4th Ed.) provides an overview of a nurse manager 's major roles and responsibilities—all the fundamentals needed for success in one easy-to-use, consolidated, practical reference. From tips on building the right team to budgeting basics, time-management tools, and advice on taking care of one 's self (and their team), author Tina Marrelli supplies the resources nurse managers need to excel in day-to-day operations.

From the creator of the popular website Ask a Manager and New York 's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There 's a reason Alison Green has been called " the Dear Abby of the work world. " Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don ' t know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You " ll learn what to say when • you accidentally cowerkims push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit " reply all " • you ' re being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate ' s loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager " A must-read for anyone who works . . . [Alison Green ' s] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will do you far, no matter where you work. " —Booklist (starred review) " The author ' s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers ' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience. " —Library Journal (starred review) " I am a huge fan of Alison Green "s Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor. " —Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide " Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way. " —Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

Learn to scale your startup with a roadmap to the all-important part of the business lifecycle between launch and IPO In *The Builder 's Guide to the Tech Galaxy*: 99 Practices to Scale Startups into Unicorn Companies, a team of accomplished investors, entrepreneurs, and marketers deliver a practical collection of concrete strategies for scaling a small startup into a lean and formidable tech competitor. By focusing on the four key building blocks of a successful company – alignment, team, functional excellence, and capital—this book distills the wisdom found in countless books, podcasts, and the authors ' own extensive experience into a compact and accessible blueprint for success and growth. In the book, you ' ll find: Organizational charts, sample objectives and key results (OKRs), as well as guidance for divisions including technology and product management, marketing, sales, people, and service operations Tools and benchmarks for strategically aligning your company 's divisions with one another, and with your organization 's " North Star " Templates and tips to attract and retain a triple-A team with the right scale-up mindset Checklists to help you attract growth capital and negotiate term sheets Perfect for companies with two, ten, or one hundred employees, *The Builder 's Guide to the Tech Galaxy* belongs on the bookshelves of founders, managers, entrepreneurs, and other business leaders exploring innovative and proven ways to scale their enterprise to new heights.

Powerful ideas to transform hiring into a massive competitive advantage for your business Talent Makers: How the Best Organizations Win through Structured and Inclusive Hiring is essential reading for every leader who knows that hiring is crucial to their organization and wants to compete for top talent, diversify their organization, and build winning teams. Daniel Chait and Jon Stross, co-founders of Greenhouse Software, Inc, provide readers with a comprehensive and proven framework to improve hiring quickly, substantially, and measurably. Talent Makers will provide a step-by-step plan and actionable advice to help leaders assess their talent practice (or lack thereof) and transform hiring into a measurable competitive advantage. Readers will understand and employ: A proven system and principles for hiring used by the world's best companies Hiring practices that remove bias and result in more diverse teams An assessment of their hiring practice using the Hiring Maturity model Measurement of employee lifetime value in quantifiable terms, and how to increase that value through hiring The Talent Makers methodology is the result of the authors ' experience and the ideas and stories from their community of more than 4,000 organizations. This is the book that CEOs, hiring managers, talent practitioners, and human resources leaders must read to transform their hiring and propel their organization to new heights.

42 Rules for Your New Leadership Role

Inclusion Revolution

Introduction to Human Resource Management

Management Lessons From a Controversial Genius

A Guide to HR in Practice

10-Step Evaluation for Training and Performance Improvement

Work Rules!

Written with a learning-by-doing approach in mind, Yonnie Chyung's 10-Step Evaluation for Training and Performance Improvement gives students actionable instruction for identifying, planning and implementing a client-based program evaluation. The book introduces readers to multiple evaluation frameworks and uses problem-based learning to guide them through a 10-step evaluation process. As students read the chapters, they produce specific deliverables that culminate in a completed evaluation project.

Organizations are created, managed, and they excel by human beings despite the enabling process of technology. There is no substitute for the human brain. Human resource is the most important and crucial among all other resources in the organizational context. Of late, in the fast-changing business environment, there is a paradigm shift in terms of the role and function of the human resource professional. Human resource management has become more strategic in the function directly linking to the overall business strategy of the organization. The ultimate aim is to improve organizational performance. The sixth edition of this book, thoroughly revised and updated, continues to educate the students on the HRM concepts, keeping its readers abreast with the fast-changing business environment. The author has incorporated the latest research, applications and experiments with a judicious balance between theory and practice. Primarily designed for the students of Management, Commerce, Personnel Management and Industrial Relations and related fields, this compact yet concise text provides ample literature on this subject elaborating a clear understanding of the principles of human resource management. NEW TO SIXTH EDITION • Chapterisation as per Harvard Framework • All the chapters have been thoroughly updated, revised and completely reworked • Incorporation of latest developments in each segment of HR • Addition of learning

objectives in each chapter • Inclusion of New age HR practices • New practices, models, illustrations and examples have enhanced the concepts explained • New Indian cases have been inserted TARGET AUDIENCE Students of Management, Commerce, Personnel Management and Industrial Relations and related fields

A practical, expert-level guide to growing software engineering teams effectively, written by and for hiring managers, recruiters, interviewers, and candidates. The traditional world of work is in crisis. Today companies have a choice to make. Either they continue down the failure path of business as usual, with its hierarchy of domination and coercion, or they choose a paradigm that has proven superior business performance. In the new book from Matt K. Parker, technology thought leader and organizational architect, he breaks down the four imperatives necessary for businesses to transform into radically collaborative organizations that are able to create and sustain super-engaged workforces with super-competitive results. Discover the radical shift to partnership and equality, and the economic superiority that follows—get radical and out engage, out innovate, and outperform the competition in the new age of knowledge work with A Radical Enterprise.

A former Senior VP of Apple shares how Steve Jobs motivated employees to do the best work of their lives Jay Elliott was hired personally by Steve Jobs, just in time to accompany him on the last of his historic visits to Xerox's PaloAlto Research Center, the visits that changed the course ofcomputing. As Senior VP of Apple, Jay served as Steve's right-handman and trouble-shooter, overseeing all corporate operations andbusiness planning, as well as software development and HR. InLeading Apple with Steve Jobs, Jay details how Steve managedand motivated his people—and what every manager can learnfrom Jobs about motivating people to do the best work of theirlives. Steve Jobs used the phrase "Pirates! Not the Navy" as a rallyingcry—a metaphor to "Think Different." In the days ofdeveloping the Macintosh, it became a four-word mission statement.It expresses the heart of Apple and Steve. The managementprinciples that grew out of that statement form the backbone ofthis book. Explains how to find talented people who will understand yourobjectives and be able to make a contribution to that effort Lists traits that can determine whether a person will be committedto the vision that they will provide their ownmotivation Explains how to ensure that your employees hold an allegiance to the captain and to his/her shipmates, and also possess theability to come up with original, unique ways to approach aproblem, and be self-guided with a strong sense of direction Leading Apple with Steve Jobs will shift your thoughtparadigm and inspire you to assemble and lead innovative teams.

People, Data, and Analytics

Ally Up

Shifting the Paradigm

Human Capital Management

PHR and SPHR Professional in Human Resources Certification Complete Study Guide

Collective Wisdom from the Experts

Creating the Sustainable Public Library: The Triple Bottom Line Approach

A leading diversity executive offers step-by-step guidance for confronting racial bias in the workplace We are in the midst of a global reckoning on race, and corporations are on high alert. But conventional approaches have fallen short, leaving nagging questions about next steps. Why do diversity trainings fail? What's so wrong with a company's "colorblind" workplace culture? In Inclusion Revolution, Daisy Auger-Dominguez provides frank answers to why polar efforts fail. She then presents the definitive roadmap for revolution, through her dynamic step-by-step process: Reflect, Visualize, Act, and Persist. She offers proven, research-based strategies for racially inclusive management. Racial inequality in the workplace is a problem we can solve. Inclusion Revolution offers the necessary tools for managers to address issues of race, power, and exclusion, to build change that lasts. Because through the best teams, companies can finally create a stronger future.

The #1 book for the leading HR certifications, aligned with the updated HRBoK™ PHR and SPHR certifications, offered by Human Resources Certification Institute (HRCI), have become the industry standard for determining competence in the field of human resources. Developed by working professionals, the PHR and SPHR credentials demonstrate that recipients are fully competent HR practitioners based on a standard set by workforce peers. Offering insights into those areas of knowledge and practices specific and necessary to human resource management (HRM), this study guide covers tasks, processes, and strategies as detailed in the updated A Guide to the Human Resource Body of Knowledge™ (HRBoK™). The study guide breaks down the critical HR topics that you need to understand as you prepare for the exams. PHR/SPHR Professional in Human Resources Certification Study Guide, Fifth Edition, is the ideal resource for HR professionals seeking to validate their skills and knowledge acquired through years of practical experience, as well as for a relative newcomer to the HR field looking to strengthen their resume. In this edition of the top-selling PHR/SPHR study guide, you'll find a practical review of all topics covered on the exams, as well as study tools designed to reinforce understanding of key functional areas. Strengthen the skills you learn with a year of FREE access to the Sybex online learning environment, complete with flash cards and practice quizzes to prepare you for exam day. • Business Management and Strategy • Workforce Planning and Employment • Compensation and Benefits • Human Resource Development and more If you're preparing for these challenging exams, this is the trusted study guide that'll help you perform your best.

From the visionary head of Google's innovative People Operations comes a groundbreaking inquiry into the philosophy of work -- and a blueprint for attracting the most spectacular talent to your business and ensuring that they succeed. "We spend more time working than doing anything else in life. It's not right that the experience of work should be so demotivating and dehumanizing." So says Laszlo Bock, former head of People Operations at the company that transformed how the world interacts with knowledge. This insight is the heart of Work Rules!, a compelling and surprisingly playful manifesto that offers lessons including: Take away managers' power over employees Learn from your best employees-and your worst Hire only people who are smarter than you are, no matter how long it takes to find them Pay unfairly (it's more fair!) Don't trust your gut: Use data to predict and shape the future Default to open-be transparent and welcome feedback If you're comfortable with the amount of freedom you've given your employees, you haven't gone far enough. Drawing on the latest research in behavioral economics and a profound grasp of human psychology, Work Rules! also provides teaching examples from a range of industries-including lauded companies that happen to be hideous places to work and little-known companies that achieve spectacular results by valuing and listening to their employees. Bock takes us inside one of history's most explosively successful businesses to reveal why Google is consistently rated one of the best places to work in the world, distilling 15 years of intensive worker R&D into principles that are easy to put into action, whether you're a team of one or a team of thousands. Work Rules! shows how to strike a balance between creativity and structure, leading to success you can measure in quality of life as well as market share. Read it to build a better company from within rather than from above; read it to reawaken your joy in what you do.

FINALIST: Business Book Awards 2020 - HR & Management Category In a world of work where recruiters are constantly hearing that their role is at risk from AI, robotics and chatbots, it has never been more important to effectively attract and recruit the right people. Leveraging the power of social media and digital sourcing strategies is only part of the solution, and simply posting a job or sending a LinkedIn InMail is no longer enough. The Robot-Proof Recruiter shows you how to use the tools that reveal information that can be used to grab a potential candidate's attention among the overwhelming volume of material online. Full of expert guidance and practical tips, this book explains what works, what doesn't, and how you can stand out and recruit effectively in a world of technology overload. The Robot-Proof Recruiter will enable you to become the recruiter that candidates trust and the one they want to talk to. It contains essential guidance on overcoming obstacles - including how to recruit without an existing online presence, how to work effectively with hiring managers to improve the candidate experience, and how to use technology to support the candidate's journey from initial outreach, to application, to employee, and through to alumnus. This is an indispensable book for all recruitment professionals and HR practitioners who want to recruit the right people for their organization.

Have you ever started a new job and felt completely lost on the first day? Were you able to "hit the ground running," or did it take a long time for you to come up to speed with your new company's work environment, workflow processes, and unspoken rules? Starting a new job can be exciting, but it can also be very stressful and overwhelming. Project managers who are new to an organization have the essential skillsets to succeed in their new roles, but they are unfamiliar with their new co-workers and the company's culture and business processes. This paper advocates assigning a workplace buddy who can help project managers ease the transition into their new roles, which can be very beneficial for all involved, especially during the onboarding process.

People Analytics in the Era of Big Data

The Robot-Proof Recruiter

A Survival Guide for Recruitment and Sourcing Professionals

The Great Workplace

PHR and SPHR Professional in Human Resources Certification Complete Deluxe Study Guide

You're Not the Person I Hired!

Lessons and Approaches from IBM

Onboarding turns the key, opening the door to talent development Investing in onboarding means investing in employee success and the business of the future. Effective onboarding programs both increase and facilitate employee engagement and business results; onboarding shortens the employee learning curve by increasing job knowledge. If you need to design, revise, or expand your company's onboarding program, Effective Onboarding offers a simple-to-follow path forward. Talent development experts Norma Dávila and Wanda Piña-Ramirez combine their significant consulting experience and the latest onboarding trends to create a single source for onboarding best practices, job aids, templates, and checklists. Also included are examples and stories based on real-life situations the authors have encountered in their practice. While many books about onboarding limit their approach to employee recruitment and selection, this book is more comprehensive, following employees through their first year on the job. Effective Onboarding clarifies the differences between orientation and onboarding, describes how to build a business case for your onboarding program, and guides you to design, implement, evaluate, and sustain the program that's right for your organization. Effective Onboarding is part of a new ATD series, What Works in Talent Development, which addresses the most critical topics facing today's talent development practitioners. Each book in the series is written for trainers, by trainers, and offers a clear, step-by-step path to solve real issues.

Liftoff! Practical Design Leadership to Elevate Your Team, Your Organization, and Your Rosenfeld Media

Apply predictive analytics throughout all stages of workforce management People Analytics in the Era of Big Data provides a blueprint for leveraging your talent pool through the use of data analytics. Written by the Global Vice President of Business Intelligence and Predictive Analytics at Monster Worldwide, this book is packed full of actionable insights to help you source, recruit, acquire, engage, retain, promote, and manage the exceptional talent your organization needs. With a unique approach that applies analytics to every stage of the hiring process and the entire workforce planning and management cycle, this informative guide provides the key perspective that brings analytics into HR in a truly useful way. You're already inundated with disparate employee data, so why not mine that data for insights that add value to your organization and strengthen your workforce? This book presents a practical framework for real-world talent analytics, backed by groundbreaking examples of workforce analytics in action across the U.S., Canada, Europe, Asia, and Australia. Leverage predictive analytics throughout the hiring process Utilize analytics techniques for more effective workforce management Learn how people analytics benefits organizations of all sizes in various industries Integrate analytics into HR practices seamlessly and thoroughly Corporate executives need fact-based insights into what will happen with their talent. Who should you hire? Who should you promote? Who are the top or bottom performers, and why? Who is at risk to quit, and why? Analytics can provide these answers, and give you insights based on quantifiable data instead of gut feeling and subjective assessment. People Analytics in the Era of Big Data is the essential guide to optimizing your workforce with the tools already at your disposal.

Introduction to Human Resource Management is a comprehensive and accessible guide to the subject of HRM. Drawing on the authors' experiences in both the public and private sectors and underpinned by academic theory, this textbook follows the logical sequence of the employment cycle and shows how human resource management plays out in practice. It covers organizational culture, the role of the HR professional, HR planning, recruitment and selection, talent management, L&D, motivation and performance, health and safety, diversity and equality, employment law, change management and handling and managing information. With a range of pedagogical features, including contemporary case studies and review questions, Introduction to Human Resource Management maps to the CIPD Level 3 Foundation Certificate in HR Practice and is also ideal for Foundation and undergraduate students encountering HRM for the first time. This fully updated 4th edition has been revised and expanded to include coverage of zero-hours contracts and the gig economy, social media and e-recruitment and the UK apprenticeship levy. Online supporting resources include an instructor's manual, lecture slides and students' resources including multiple choice questions, additional case studies and reflective questions for self-study.

The #1 study guide for the leading HR certification, aligned with the updated HRBoK™ PHR/SPHR Professional in Human Resources Certification Deluxe Study Guide, Second Edition, is the ideal resource for HR professionals seeking to validate their skills and knowledge acquired through years of practical experience, or a relative newcomer to the HR field looking to strengthen their resume. Featuring study tools designed to reinforce understanding of key functional areas, it's the study guide you'll turn to again and again as you prepare for this challenging exam. Offering insights into those areas of knowledge and practices specific and necessary to human resource management (HRM), this study guide covers tasks, processes, and strategies as detailed in the updated A Guide to the Human Resource Body of Knowledge™ (HRBoK™). The study guide breaks down the critical HR topics that you need to understand as you prepare for the exams. You'll get a year of FREE access to the interactive online learning environment and test bank, including an assessment test, chapter tests, practice exams, electronic flashcards, and a glossary of key terms. New bonus material includes study checklists and worksheets to supplement your exam preparation, and eBooks in different formats to read on multiple devices. • Refresh your understanding of key functional areas • Practice the practical with workbook templates • Test your knowledge with flashcards and exercises • Preview exam day with bonus practice exams If you're looking to showcase your skills and understanding of the HR function, PHR/SPHR Professionals in Human Resources Certification Deluxe Study Guide is your ideal resource for PHR/SPHR preparation.

Liftoff!

99 Practices to Scale Startups into Unicorn Companies

Talent Makers

The Manual They Didn't Hand You When You Made VP, Director, Or Manager

New Employee Orientation Training

THE NURSE MANAGER'S SURVIVAL GUIDE, 4TH EDITION

The Essential HR Handbook, 10th Anniversary Edition

Drawing from extensive interviews with corporate leaders and the author's 20 years as a strategy consultant and executive coach, these rules form an essential leadership manual.

If you've ever struggled to keep your business staffed with high-performing, loyal employees—even for “unsexy” jobs with high turnover rates—this book is here to solve your hiring and retention woes. Fully Staffed will give you an edge over your competitors by enabling you to streamline your hiring process, expand your brand awareness through job advertising, build a pipeline of qualified candidates ready to fill positions before they're even vacant, and refine your hiring funnel so that these superstar employees stay with you for the long haul. Packed full of comprehensive research on the resources and strategies available to today's business owners, as well as the stories of business owners and leaders who have utilized them with great success, Fully Staffed lives up to its subtitle of being THE definitive guide to finding and keeping great employees in the worst labor market ever. Each chapter will help you replace desperation with a solid plan of action, as you discover: Why the most crucial employment strategy is perfecting your workplace culture How to implement thoughtful, unique, and digitally-minded job advertising techniques How to leverage the power of community, educational, and governmental networks and programs How to harness the value in under-tapped labor pools like veterans, retirees, ex-offenders, and people with disabilities And how to optimize your onboarding and retention processes In this tough labor market, where the job hunters have become the hunted, employers can't rely on the hiring tactics of yesteryear. They have to ditch poorly placed “Help Wanted” ads and stop hiring every candidate who walks through the door. Instead, they must be thoughtful about who they want to hire, where and when they will advertise for open positions, how they want to onboard them, and why professional development matters. Read it in part or in full—this encyclopedic guide to hiring and retention has every tip and tactic you need in the common-sense language you want to quickly and easily get off the hire/train/turnover treadmill and get your business FULLY STAFFED.

For over 40 years, the tech industry has been working to attract more women. Yet, women continue to be underrepresented in technology jobs compared to other professions. Worse, once hired, women leave the field mid-career twice as often as men. In 2013, Karen Holtzblatt launched The Women in Tech Retention Project at WITops.org, dedicated to understanding what helps women in tech thrive. In 2014, Nicola Marsden joined the effort, bringing her extensive knowledge and research on gender and bias for women in tech. Together with worldwide volunteers, this research identified what helps women thrive and practical interventions to improve women's experience at work. In this book, we share women's stories, our research, relevant literature, and our perspective on making change to help retain women. All the research and solutions we share are based on deep research and user-centered ideation techniques. Part I describes the @Work Experience Framework and the six key factors that help women thrive: a dynamic valuing team; stimulating projects; the push into challenges with support; local role models; nonjudgmental flexibility to manage home/work balance; and developing personal power. Employees thinking of leaving their job have significantly lower scores on these factors showing their importance for retention. Part II describes tested interventions that redesign work practices to better support women, diverse teams, and all team members. We chose these interventions guided by data from over 1,000 people from multiple genders, ethnicities, family situations, and countries. Interventions target key processes in tech: onboarding new hires; group critique meetings; and Scrum. Interventions also address managing interpersonal dynamics to increase valuing and decrease devaluing behaviors and techniques for teams to define, monitor, and continuously improve their culture. We conclude by describing our principles for redesigning processes with an eye toward issues important to women and diverse teams.

Gold Medal Winner, Human Resources and Employee Training, 2012 Axiom Business Book Awards Trust, Pride and Camaraderie—transform your company into a "Great Place to Work" The Great Place to Work Institute develops the annual ranking of the Fortune 100 Best Companies to Work For. In this book, the authors explore the model of a Great Place to Work For—one which fosters employee trust, pride in what they do, and enjoyment in the people they work with. They answer the fundamental question, "What is the business value of creating a great workplace?" and brings the definition of a Great Place to work alive with anecdotes, best practices, and quotes from employees working at the best workplaces in the U.S. Reveals the essential ingredients in and the trends of the best places to work Explores Great Place to Work model developed in 1984 and validated through its enduring resonance in both the United States and in over 40 countries around the world Written by Michael Burchell and Jennifer Robin two Great Place to Work Institute Insiders If your organization is struggling with the challenges of leveraging human capital, discover why some companies have what it takes to be great.

Knowledge Management: A Practical Guide for Librarians will help information professionals recognize, organize, communicate, and leverage both the tacit and explicit knowledge already in the organization for the benefit of themselves and their users

HUMAN RESOURCE MANAGEMENT, Sixth Edition

Implementing a Buddy System in the Workplace

Practical Design Leadership to Elevate Your Team, Your Organization, and You

A Road Map for Onboarding Managers

Insights from Inside Google That Will Transform How You Live and Lead

How to Navigate Clueless Colleagues, Lunch-Stealing Bosses, and the Rest of Your Life at Work

Scaling Teams

This open access book presents a unique collection of practical examples from the field of pharma business management and research. It covers a wide range of topics such as: 'Brexit and its Impact on pharmaceutical Law - Implications for Global Pharma Companies', 'Implementation of Measures and Sustainable Actions to Improve Employee's Engagement', 'Global Medical Clinical and Regulatory Affairs (GMCRA)', and 'A Quality Management System for R&D Project and Portfolio Management in a Pharmaceutical Company'. The chapters are summaries of master's theses by "high potential" Pharma MBA students from the Goethe Business School, Frankfurt/Main, Germany, with 8-10 years of work experience and are based on scientific know-how and real-world experience. The authors applied their interdisciplinary knowledge gained in 22 months of studies in the MBA program to selected practical themes drawn from their daily business.

Pioneering the Future of High-Performing Organizations

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The Essential Guide to Dismantling Racial Inequity in the Workplace

Leading Apple With Steve Jobs

How to Build It, How to Keep It, and Why It Matters

A CEO's Survival Guide to Hiring Top Talent

Volume 1