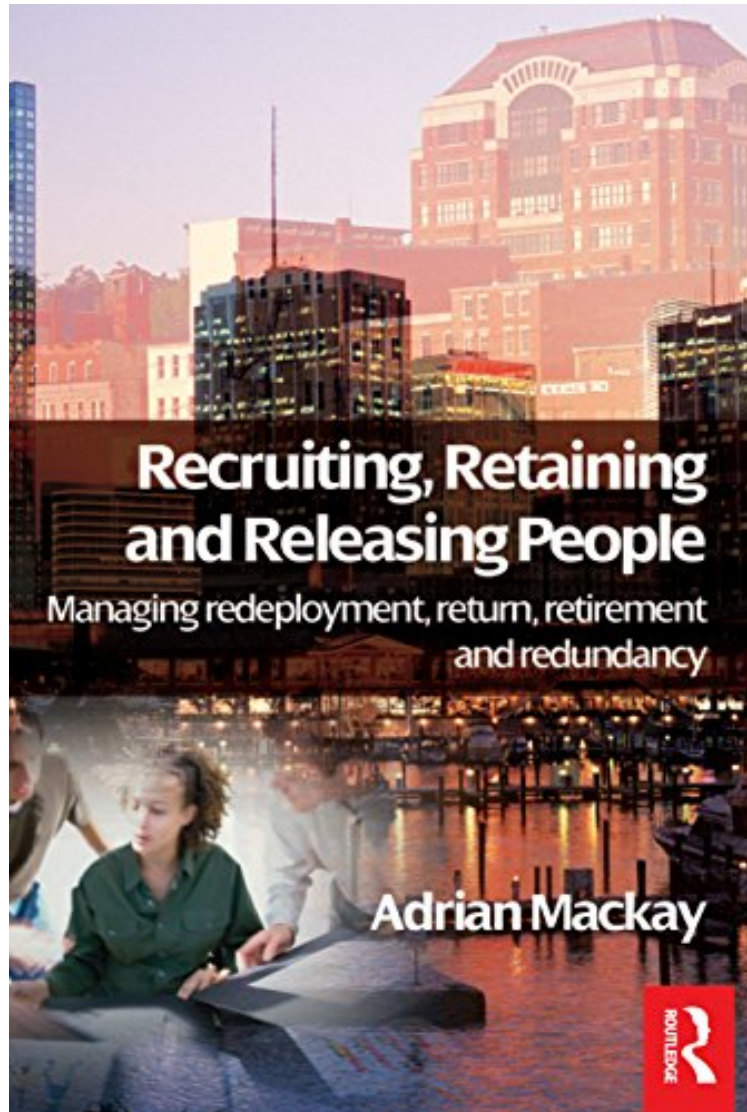


Recruiting, Retaining and Releasing People

Adrian Mackay

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Adrian Mackay : Recruiting, Retaining and Releasing People before purchasing it in order to gauge whether or not it would be worth my time, and all praised Recruiting, Retaining and Releasing People:

The greater part of an HR budget is spent on recruitment and retaining good people is key to a company's success. This book contains essential and up-to-date material around recruitment and retention including those issues that are currently pressing on companies with regard to flexibility, returning to work, coaching and skills shortages. The problems of retirement, redundancy and dismissal are also addressed which is an integral part but not included in

many texts. It provides the student and the professional with one place to find all the aspects and consequences of good practice in recruitment and retention.

From the Back Cover Recruiting the best people gives managers a head start in running successful organisations. But there is more to recruiting than just hiring people - retaining them is crucial, yet we accept that they may 'move on' at some stage; thus releasing people professionally is a key skill. This book takes a pragmatic view of the key facets of human resource management - and serves as a handy guide for managers, HR professionals and students alike. The book guides you through: Recruitment - how to manage the process successfully. Retention - how to keep the best people. Redeployment - what you need to consider. Women Returning to Work - a down-to-earth guide. Job Evaluation Schemes - what they are, how to organise them and best practice. Appraisals - a goals orientated approach. Briefing, Assessing, Reinforcing and Coaching People - key skills for every manager. Discipline and Grievance - what to do when things go wrong. New approaches to procedures and practices required from the new legislation. Retirement - how to help people plan for the inevitable. Redundancy - a guide to the process for managers and staff. Removal - how to leave gracefully and let them go professionally. The Future of Work - so where to now? A thought-provoking summary. This text aims to provide hard-working, pressurised managers with a practical guide to the key management processes in recruiting, retaining and releasing people. It is written for the manager of today that needs an accessible resource to turn to in times of need. It has also been written as a comprehensive companion text for students studying the Chartered Management Institute 'people management' modules and the CIPD Professional Development Scheme and each chapter highlights which part of each syllabus is being addressed. The companion volume to this text is Motivation, Ability and Confidence Building in People by the same author.