

# Human Resource Management

FOURTEENTH EDITION

Gary Dessler



# **Human Resource Management 14th Edition**

**Gary Dessler** 

#### **Human Resource Management 14th Edition:**

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organization that focuses on recruitment of management of and providing direction for the people who work in the organization HRM can also be performed by line managers HRM is the organizational function that deals with issues related to people such as compensation hiring performance management organization development safety wellness benefits employee motivation communication administration and training HRM is also a strategic and comprehensive approach to managing people and the workplace culture and environment Effective HRM enables employees to contribute effectively and productively to the overall company direction and the accomplishment of the organization s goals and objectives Human Resource Management 9 1 1 Meaning of Human Resources 9 1 2 Human resource functions 9 1 3 Organization culture 9 1 4 Human resource activities in management 10 1 5 HR specialists 11 1 6 Strategic aspects of HRM 12 1 7 The HR manager 12 1 8 Industrial relations 13 1 9 The role of HR department 13 1 10 Effects of a good HR policy 15 1 11 Responsibilities of HR department 15 2 Manpower planning recruitment and selection 18 2 1 Expansion of organization 18 2 2 HR or manpower planning 18 2 3 Self regulatory manpower control 21 Problems caused by expansion of organization 22 2 5 Scientific management 22 2 6 Organization and Method Studies O M Studies 23 2 7 Recruitment 24 2 8 Policy of recruitment 24 2 9 Recruitment process 26 2 10 Selection 30 3 Induction Training and Employee Development 34 3 1 Induction 34 3 2 Training and development 36 3 3 Need and benefits of training 36 3 4 Types of training programmes 37 3 5 Training and development methods 38 3 6 Characteristics of a good training programme 38 3 7 Designing the training programme 39 3 8 Evaluation of training 40 4 Health Safety Security and Welfare 43 4 1 HR department s responsibilities 43 Fire prevention and fire fighting 46 4 3 Medical facilities 48 4 4 Safety and security officers 49 4 5 Prevention of theft and pilfering 49 4 6 Employee welfare 49 5 Motivation Employee Counseling Resignations and Retirement 52 5 1 Motivation 52 5 2 Style of management 52 5 3 Changes in management attitudes 53 5 4 Contributors and theorists 53 5 5 Motivation strategies 57 5 6 Managerial styles in HR management 59 5 7 Disciplinary action 59 5 8 Employee counseling 60 5 9 Equal Opportunity Policy 61 5 10 Resignations 62 5 11 Retirement 63 Executive Education 6 Performance Appraisal 64 6 1 Purpose of Performance Appraisal 64 6 2 Importance of Performance Appraisal 65 6 3 Steps in Appraisal 65 6 4 Methods techniques and tools 66 7 Remuneration 75 7 1 Remuneration policy 75 7 2 Systems of remuneration 76 7 3 Standard employee benefits 77 8 Personnel Records and Statistics 79 8 1 Need for Personnel Records 79 8 2 Information in Personnel Records 79 8 3 Formats of Personnel Records 80 8 4 Reports 83 8 5 Learning Organizations 84 9 Industrial Relations 85 9 1 Trade Unions 85 9 2 Collective bargaining 85 9 3 Industrial action 85 9 4 Joint consultation 86 9 5 Staff Associations 86 9 6 The Role of HR Manager 86 10 References 87

**Armstrong's Handbook of Human Resource Management Practice** Michael Armstrong, Stephen Taylor, 2017-02-03 Armstrong s Handbook of Human Resource Management Practice is the bestselling definitive text for all HRM students and professionals Providing a complete resource for understanding and implementing HR in relation to the needs of the business as a whole it contains in depth coverage of all the key areas essential to the HR function such as employment law employee

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Strategic Human Resource Management: Exploring Emerging Trends through Practice and Cases Dr.

Vinesh,Ms. Shweta Dubey,Dr. Shivam Agarwal,2025-07-04 Designing and Implementing HR Management Systems in Family Businesses Gnan, Luca,Flamini, Giulia,2021-01-15 Human resource management HRM systems are an under researched area in family business studies even though they arguably play an important role To exploit their entrepreneurial orientation and achieve their goals family firms must be willing to adopt a specific configuration of the organizational

variables to succeed in the competitive environment of today Designing and Implementing HR Management Systems in Family Businesses is a pivotal reference source that focuses on HRM in family businesses aiming at clarifying what HRM topics are relevant in family firms given their distinctive features what the role of HR choices in family firms is and how they differ in these organizations While highlighting topics such as quality of work generational workforce and leadership management this publication explores the relationship between HRM systems and the organization as well as why certain theories would be more dominant for family firms This book is ideally designed for family businesses managers executives entrepreneurs business professionals academicians students and researchers BASICS OF HUMAN RESOURCE MANAGEMENT Evi Susanti, Loso Judijanto ,Ahmad Prayudi, Warsani Purnama Sari, Rudy dwi Laksono, 2025-03-12 This book consists of several chapters that cover the basic concepts of HR management HRM planning and strategy job analysis and design employee engagement as well as occupational health and safety The discussions in this book are not only based on theory but also refer to management practices that have been applied in various industries thus providing a more applicable Essentials of Managing Public Health Organizations James A. Johnson, Kimberly S. perspective for readers Davey, 2019-11-26 Written for undergraduate students in public health community health and a range of other health disciplines as well as beginning managers and supervisors working in public health Essentials of Managing Public Health Organizations is a concise yet comprehensive text that uniquely focuses on managing public health organizations by addressing key management topics processes and emerging issues Beginning with an overview of public health and key public health organizations the text moves onto explain public health management fundamentals and functions from planning and decision making organizing and managing change to staffing leading budgeting ethics and more By the end of the text the reader will not only better understand public health organizations but the skills and functions needed to effectively manage them Experiential activities discussion guestions web based assignments and public health interviews that offer a real world perspective and practice to engage and challenge students Full color tables exhibits and illustrations to illuminate and clarify management concepts Content that is linked to core competencies expected by APHA and public health accrediting commissionsInvaluable instructor s resources that include PowerPoint slides Test Bank and Instructor s Manual with summaries teaching tips and suggested classroom activities This text has been written specifically for undergraduate public health community health and health professions courses in public health leadership and management but will also be **Construction Workforce** useful for beginning managers and supervisors working in public health 2021 220 pages Management in the Fourth Industrial Revolution Era Lerato Aghimien, Clinton Ohis Aigbavboa, Douglas Aghimien, 2024-02-12 Through a critical review of existing related theories and models the authors address gaps in existing workforce management studies and propose a conceptual model to improve the management of workers in the construction industry Magazines for Libraries William A. Katz, 2006 **Federal Personnel Guide, 2005 Edition** Sandra M.

Harris, 2005 The FEDERAL PERSONNEL GUIDE is the Oemployee handbookO for the Federal Government For 27 years it has helped civilian Federal and postal employees cope with the maze of regulations that affect their careers and retirement The GUIDE provides plain English explanations and includes directories of agencies and key personnel If you work for Uncle Sam the GUIDE is a career essential **Human Resource Management, Student Value Edition** Gary Dessler, 2014-01-06 For courses in Human Resources Management Human Resource Management provides students in human resource management courses and practicing managers with a full and practical review of essential HR concepts and techniques with a particular focus on using human resource practices to improve performance productivity and profitability at work This best selling HRM text is designed with authoritative and current information on Human Resource Management that ALL managers can use in business New topics can be found throughout the Fourteenth Edition along with new features and video cases MyManagementLab for Human Resources Management is a total learning package MyManagementLab is an online homework tutorial and assessment program that truly engages students in learning It helps students better prepare for class guizzes and exams resulting in better performance in the course and provides educators a dynamic set of tools for gauging individual and class progress This program will provide a better teaching and learning experience for you and your students It will help Personalize Learning with MyManagementLab Inspire the exchange of new ideas and foster intriguing discussions with the abundant resources found in MyManagementLab Focus on Productivity Performance and Profits Practical material helps managers perform day to day responsibilities Keep Your Course Current and Relevant New topics and boxed features highlight human resources practices Note You are purchasing a standalone product MyManagementLab does not come packaged with this content If you would like to purchase both the physical text and MyManagementLab search for ISBN 10 0133801993 ISBN 13 9780133801996 That package includes ISBN 10 0133545172 ISBN 13 9780133545173 and ISBN 10 0133545695 ISBN 13 9780133545692 MyManagementLab is not a self paced technology and should only be purchased when required by an instructor Study Guide for Bohlander/Snell's Managing Human Resources Bohlander, Snell, 2006-02

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# **Table of Contents Human Resource Management 14th Edition**

- 1. Understanding the eBook Human Resource Management 14th Edition
  - The Rise of Digital Reading Human Resource Management 14th Edition
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Human Resource Management 14th Edition
  - Exploring Different Genres
  - o Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Human Resource Management 14th Edition
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Human Resource Management 14th Edition
  - Personalized Recommendations
  - Human Resource Management 14th Edition User Reviews and Ratings
  - Human Resource Management 14th Edition and Bestseller Lists

- 5. Accessing Human Resource Management 14th Edition Free and Paid eBooks
  - Human Resource Management 14th Edition Public Domain eBooks
  - Human Resource Management 14th Edition eBook Subscription Services
  - Human Resource Management 14th Edition Budget-Friendly Options
- 6. Navigating Human Resource Management 14th Edition eBook Formats
  - o ePub, PDF, MOBI, and More
  - Human Resource Management 14th Edition Compatibility with Devices
  - Human Resource Management 14th Edition Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Human Resource Management 14th Edition
  - Highlighting and Note-Taking Human Resource Management 14th Edition
  - Interactive Elements Human Resource Management 14th Edition
- 8. Staying Engaged with Human Resource Management 14th Edition
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Human Resource Management 14th Edition
- 9. Balancing eBooks and Physical Books Human Resource Management 14th Edition
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Human Resource Management 14th Edition
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Human Resource Management 14th Edition
  - Setting Reading Goals Human Resource Management 14th Edition
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Human Resource Management 14th Edition
  - Fact-Checking eBook Content of Human Resource Management 14th Edition
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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