

Introducing Human Resource Management

Eighth Edition

Caroline Hook & Andrew Jenkins



Pearson

Introducing Human Resource Management

Introducing Human Resource Management

Table of Contents

Front Cover

Half Title Page

Title Page

Copyright Page

Brief contents

Contents

Preface

Acknowledgements

1 Introducing human resource management

Introduction

HRM? Whats it all about?

The main factors that have made HRM what it is today

The development of the human resource management approach

The changing world of work

Key themes in HRM

The changing HR function

What are the best places to work?

Conclusion

Review questions

Improving your employability

HR in the news

What next?

References

Further study

2 The employment relationship

The unitary and pluralist perspectives

Partnership, participation and employee involvement

Table of Contents

Partnership

Employee voice

EU rights to information and consultation

Employee involvement and participation (EIP) and high-performance
working (HPW)

Conclusion

Review questions

Improving your employability

HR in the news

What next?

References

Further study

3 The fundamentals of employment law

Rights and obligations of the two parties

Employment law

Expectations of the two parties: the psychological contract

Flexible working arrangements

Termination of employment

Conclusion

Review questions

Improving your employability

HR in the news

What next?

References

Further study

4 Diversity and equality

Diversity and inclusion in the workplace

Equality and diversity

Discrimination in the workplace

Discrimination cases

Equality

Table of Contents

The Equality Act 2010

Types of discrimination

Conclusion

Review questions

Improving your employability

HR in the news

What next?

References

Further study

5 Human resource strategy and planning

Strategy

Human resource planning

Estimating the demand for human resources

Estimating the internal supply of human resources

Assessing the external supply of human resources

Nature of the UK labour market

Comparing demand and supply forecasts

Developing and implementing human resource strategies

Information technology systems and HR

Conclusion

Review questions

Improving your employability

HR in the news

What next?

References

Further study

6 Recruitment and selection

Recruitment

Recruitment policies

Recruitment procedures

Documentation to support the recruitment process

Table of Contents

Recruitment methods

Selection

Aims and objectives of the selection process

Selection policies and procedures

Selection as a strategic activity

Shortlisting

Job interviews

Further selection techniques

Making the final selection

Administrative procedures

Conclusion

Review questions

Improving your employability

HR in the news

What next?

References

Further study

Appendix 1

7 Managing performance

Definition of performance management

The main HR tools used in performance management

Models of performance management

The role of line managers in performance management

Ways of setting standards and measuring performance in performance appraisal

The appraisal interview

The role of the line managers in performance appraisal

Design of documentation

Recent developments for improving performance managements effectiveness

Information technology and performance management

Conclusion

Table of Contents

Review questions

Improving your employability

HR in the news

What next?

References

Further study

8 Learning, training and talent development

What do we mean by learning and talent development and how does this differ from training?

How do you learn?

Recent approaches to learning and development

Current trends in training and L&TD in organisations

Learning, training and talent development in context and its contribution to improving organisational performance

Creating a learning culture

Designing learning and talent development interventions

Induction training

The roles of learning and development specialists and line managers

Conclusion

Review questions

Improving your employability

HR in the news

What next?

References

Further study

9 Pay and reward systems

Definitions

The main influences on payment systems

Job evaluation schemes

Different types of payment system

Conclusion

Review questions

Table of Contents

Improving your employability

HR in the news

What next?

References

Further study

10 Health, safety and wellbeing

Definitions

Risk

Safety

Legislation

Other health and safety legislation

The people and organisations involved in health, safety and wellbeing

Health and safety arrangements

Risk assessment

Wellbeing

Organisational policy and procedures

Health promotion

Absence management

Conclusion

Review questions

Improving your employability

HR in the news

What next?

References

Further study

11 International human resource management

Introduction

The growing importance of global business

International, multinational, global or transnational?

Definitions of international human resource management

Ethnocentric, polycentric, regiocentric or geocentric?

Table of Contents

The influence of national culture on organisations

Human resource management issues

International perspectives on learning, training and talent development

International perspectives on high-performance working systems

International perspectives on work/life balance

International perspectives on diversity and equality

Conclusion

Review questions

Improving your employability

HR in the news

What next?

References

Further study

12 Discipline and grievance

Discipline: introduction and definitions

Disciplinary procedures and practices

Grievance: introduction and definitions

Grievance procedures and practices

Conclusion

Review questions

Improving your employability

HR in the news

What next?

References

Further study

13 Dismissal, redundancy and outplacement

Dismissal

Redundancy

Outplacement

Conclusion

Review questions

Table of Contents

Improving your employability

HR in the news

What next?

References

Further study

Answers

Author index

Subject index

Back Cover