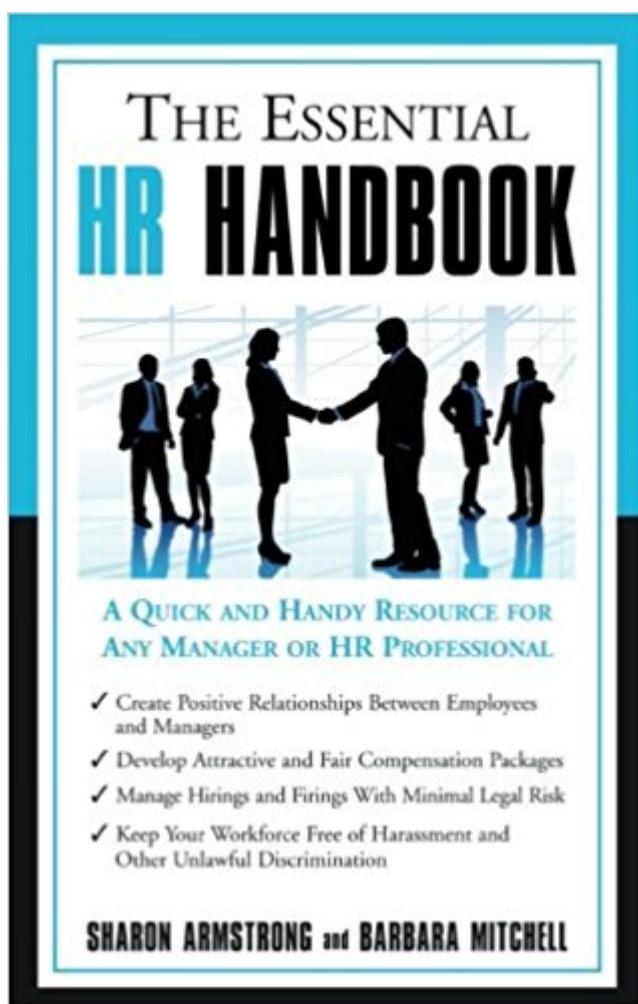


The book was found

The Essential HR Handbook: A Quick And Handy Resource For Any Manager Or HR Professional



Synopsis

Whether you are a newly promoted manager, a seasoned business owner, or a human resources professional, knowing the ins and outs of dealing with Hr issues is critical to your success. The Essential Hr Handbook is a quick-reference guide that sheds light on the issues that keep managers up at night. It is filled with information, tools, tips, checklists, and road maps to guide managers and Hr professionals through the maze of people and legal issues, from recruiting and retaining the best employees to terminating poor performers. With this book, You'll learn how to effectively and efficiently: **"* Individually manage each employee, starting on his or her first day. **"* Manage a multi-generational workforce. **"* Appraise job performance. **"* Coach and counsel. **"* Provide equitable pay, benefits, and total rewards strategies. **"* Identify legal pitfalls and stay out of court.************

The Essential Hr Handbook is the one Hr guide every manager needs on his or her desk! Sharon Armstrong began her career in human resources in 1985 as a recruiter/trainer in a large Manhattan law firm. Since launching her own consulting business in 1998, she has provided training and completed Hr projects for a wide variety of clients. She is the author of Stress-free Performance Appraisals. Barbara Mitchell, a human resources professional and co-owner of The Millennium Group International, Llc, is a frequent speaker on Hr topics. Much of her business career was spent in leadership positions with Marriott International. Both authors live in the Washington, D.C. area

Book Information

Paperback: 224 pages

Publisher: Career Press (August 1, 2008)

Language: English

ISBN-10: 1564149900

ISBN-13: 978-1564149909

Product Dimensions: 5.2 x 8.2 inches

Shipping Weight: 10.4 ounces (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 stars 102 customer reviews

Best Sellers Rank: #13,253 in Books (See Top 100 in Books) #27 in Books > Business & Money > Management & Leadership > Strategy & Competition #73 in Books > Business & Money > Human Resources > Human Resources & Personnel Management

Customer Reviews

Sharon Armstrong began her career in human resources in 1985 as a recruiter/trainer in a large Manhattan law firm. Since launching her own consulting business in 1998, she has provided training

and completed HR projects for a wide variety of clients. She is the author of Stress-free Performance Appraisals. Barbara Mitchell, a human resources professional and co-owner of The Millennium Group International, LLC, is a frequent speaker on HR topics. Much of her business career was spent in leadership positions with Marriott International. Both authors live in the Washington, D.C. area.

Needed a Refresher into Human ResourcesDecided this was the book. Easy to read chapters for quick preview and enough content to not be overwhelmed.Great book to pick up and read about Human Resource Policies.Don't expect serious law-based information as that would be more textbook oriented.

Good book for beginners.

It is a good book for managers who are getting their feet wet. Very broad data points but it is a good refresher for managers to remind them of their roles. If you want the how to version for HR this is not it.

It is a quick reference for the little details you may have forgotten from school. This book is fantastic because it is easy to find what I need when I need it! It is outlined in an easy to follow and find format and has examples that can be modified and applied to almost any company and/or situation.

This book has helped me throughout my management career. It makes the nuances of HR and general management clear and will help you be a more productive manager.

I ordered this book for school and liked it so much I brought it to the office for others to pick up, great for all management positions to learn a little something about HR.

Purchased as supplement reading upon completing my masters in IO psychology -- very easy read. Puts things pretty simply without boring you.

All inclusive HR Handbook. This is a must for any HR Professional. It's easy to read and comprehensive. Overall, great buy.

[Download to continue reading...](#)

The Essential HR Handbook: A Quick and Handy Resource for Any Manager or HR Professional
The Conflict Resolution Phrase Book: 2,000+ Phrases For Any HR Professional, Manager, Business Owner, or Anyone Who Has to Deal with Difficult Workplace Situations How to Play the Harmonica (Diatonic or Chromatic): Combines Step-by-Step Instruction with Practice Songs and Reference Information on Blues & Rock ... (Handy Guide) (Alfred Handy Guides (Alfred)) The Handy Guide to Difficult and Irregular Greek Verbs: Aids for Readers of the Greek New Testament (The Handy Guide Series) Random House Webster's Handy Grammar, Usage, and Punctuation, Second Edition (Handy Reference Series) Ukulele Chord Dictionary: Handy Guide (Alfred Handy Guide) Mandolin Chord Dictionary: Handy Guide (Alfred Handy Guide) Handy Pocket Guide to Tropical Herbs & Spices (Handy Pocket Guides) Handy Pocket Guide to Tropical Coral Reef Fishes (Handy Pocket Guides) Handy Map of Ireland (Collins Handy Road Map) Handy Guide Johannesburg (Agfa Handy Guides) The Campaign Manager: Running and Winning Local Elections (Campaign Manager: Running & Winning Local Elections) Product Manager Interview: A Step by Step Approach to Ace the Product Manager Interview at The Product Manager's Survival Guide: Everything You Need to Know to Succeed as a Product Manager (Business Books) Essential Oils: 50 Essential Oil Dog & Cat Recipes From My Essential Oil Private Collection: Proven Essential Oil Recipes That Work! (Essential Oil Pet Private Collection Book 1) Essential Oils: Essential Oil Recipe Book - 30 Proven Essential Oil Recipes :: My Essential Oil Private Collection Vol. 1 (Private Collection Essential Oils) Professional and Occupational Licensure in the United States: An Annotated Bibliography and Professional Resource (Production Sourcebooks; 14) SAS Survival Handbook, Revised Edition: For Any Climate, in Any Situation The New One-Page Project Manager: Communicate and Manage Any Project With A Single Sheet of Paper The Nonprofit Manager's Resource Directory, 2nd Edition

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)