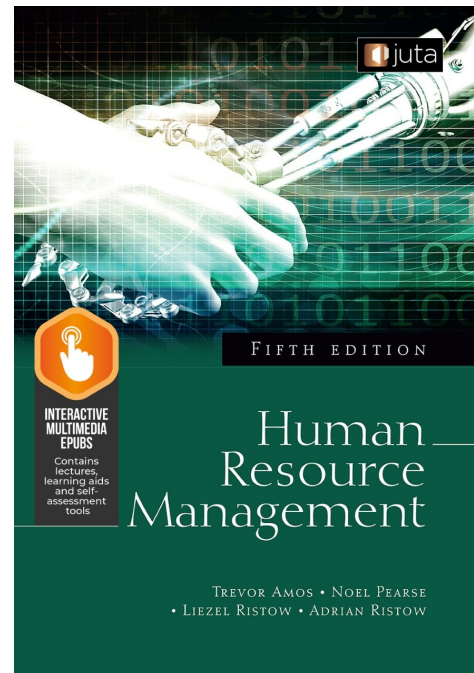


# Human Resource Management

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## About this Publication:

People and their effective management are key to sustainable organisations. The authors of *Human Resource Management*, now in its fifth edition, combine their respective experience from both academia and the workplace to provide a balanced and useful book that covers the key principles for the effective management of people. The book has a sound theoretical base, which includes a wide range of topics from areas such as the human resource management function, strategic human resource management, organisational behaviour, leadership, labour legislation and labour relations.

### Key Features:

- Practical examples, case scenarios, case studies and guidance on the legal and fair management of people and the required administration;
- Useful and relevant HRM information management documents, policies and templates;
- Problem-type “Practising HRM” tasks for each chapter that gives readers the opportunity to apply their theoretical knowledge and practical insight, and to develop their ability to practise human resource management;
- Definition (D), important (NB) and Example (e.g.) boxes, as well as ‘practical application for the manager’ highlights;
- Incorporates the amendments to the Employment Equity Act, the Basic Conditions of Employment Act and the Labour Relations Act which recently came into effect, as well as relevant new legislation.
- Self-awareness exercises assist readers in applying theory to their own insight. For those wanting to test their knowledge, each chapter contains multiple-choice questions. The five case studies at the end of the book create a further opportunity for readers to develop their ability to practically manage people.
- The book has been written and designed in a user-friendly style and format and it is available with a slideshow for each chapter.

## **Contents Include:**

### Section A: Introduction

- Chapter 1: People as a valued resource
- Chapter 2: A stakeholder approach to human resource management in South Africa

### Section B: The organisational context

- Chapter 3: Leading the organisation
- Chapter 4: Human resource planning
- Chapter 5: Organisational growth and change
- Chapter 6: Organisation performance management
- Chapter 7: Compensation and reward systems

### Section C: Managing individual behaviour

- Chapter 8: Labour relations systems
- Chapter 9: The uniqueness of an individual
- Chapter 10: Individual behavioural dynamics
- Chapter 11: Staffing an organisation
- Chapter 12: Leadership of people
- Chapter 13: Performance management and development
- Chapter 14: Employee wellbeing

### Section D: Managing work relationships

- Chapter 15: Managing teams
- Chapter 16: Managing diversity
- Chapter 17: International human resource management

### Section E: Conclusion

- Chapter 18: Conclusion

### Section F: Case studies

- Appendix A
- Appendix B

## **Of Interest and Benefit to:**

- Individuals holding management positions in organisations.
- All students seeking theoretical and practical insight into the management of people as well as into the most important aspects of Human Resource Management.