2010 BUSINESS AND MANAGEMENT TEXTBOOKS
If you will be teaching the new CIPD qualifications, please see the chart on the following pages.
CIPD textbooks for the new CIPD postgraduate and Certificate-level qualifications

From September 2010 many institutions will be offering the new CIPD qualifications. To help you with your teaching we are publishing a range of new books ideally suited to students on these modules.

The chart below demonstrates how our books map onto the new qualifications.

Please visit [www.cipd.co.uk/tutorproducts](http://www.cipd.co.uk/tutorproducts) to request your complimentary inspection copies upon publication or to get more information about these books, including sample chapters, complete contents lists, pre-publication reviews and some notes from the authors.

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM in Context</td>
<td>Human Resource Management in a Business Context</td>
</tr>
<tr>
<td>Developing Skills for Business Leadership</td>
<td>Developing Skills for Business Leadership</td>
</tr>
<tr>
<td>Investigating a Business Issue from an HR Perspective</td>
<td>Research Methods in HRM</td>
</tr>
<tr>
<td>Leading, Managing and Developing People</td>
<td>Leading, Managing and Developing People</td>
</tr>
<tr>
<td>Reward Management</td>
<td>Employee Reward</td>
</tr>
<tr>
<td>Learning and Talent Development</td>
<td>Learning and Talent Development</td>
</tr>
<tr>
<td>Employment Law</td>
<td>Essentials of Employment Law</td>
</tr>
<tr>
<td>Managing Employment Relations</td>
<td>Managing Employment Relations</td>
</tr>
<tr>
<td>Resourcing and Talent Management</td>
<td>Resourcing and Talent Management</td>
</tr>
<tr>
<td>Leadership and Management Development</td>
<td>Leadership and Management Development</td>
</tr>
<tr>
<td>Certificate in L&amp;D Practice</td>
<td>Learning and Development Practice</td>
</tr>
<tr>
<td>Certificate in HR Practice</td>
<td>Introduction to Human Resource Management</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>COVERS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Kew and John Stredwick</td>
<td><img src="image1.png" alt="Cover" /></td>
<td>8</td>
</tr>
<tr>
<td>David Farnham</td>
<td><img src="image2.png" alt="Cover" /></td>
<td>8</td>
</tr>
<tr>
<td>Gillian Watson and Stephanie C. Reissner (eds)</td>
<td><img src="image3.png" alt="Cover" /></td>
<td>9</td>
</tr>
<tr>
<td>Roy Horn</td>
<td><img src="image4.png" alt="Cover" /></td>
<td>9</td>
</tr>
<tr>
<td>Valerie Anderson</td>
<td><img src="image5.png" alt="Cover" /></td>
<td>16</td>
</tr>
<tr>
<td>Ray Horn</td>
<td><img src="image6.png" alt="Cover" /></td>
<td>16</td>
</tr>
<tr>
<td>Gary Rees and Ray French (eds)</td>
<td><img src="image7.png" alt="Cover" /></td>
<td>17</td>
</tr>
<tr>
<td>Stephen J. Perkins and Geoff White</td>
<td><img src="image8.png" alt="Cover" /></td>
<td>18</td>
</tr>
<tr>
<td>Jim Stewart and Clare Rigg</td>
<td><img src="image9.png" alt="Cover" /></td>
<td>17</td>
</tr>
<tr>
<td>Rosemary Harrison</td>
<td><img src="image10.png" alt="Cover" /></td>
<td>25</td>
</tr>
<tr>
<td>David Lewis and Malcolm Sargeant</td>
<td><img src="image11.png" alt="Cover" /></td>
<td>11</td>
</tr>
<tr>
<td>Kathy Daniels</td>
<td><img src="image12.png" alt="Cover" /></td>
<td>10</td>
</tr>
<tr>
<td>John Gennard and Graham Judge</td>
<td><img src="image13.png" alt="Cover" /></td>
<td>11</td>
</tr>
<tr>
<td>Stephen Taylor</td>
<td><img src="image14.png" alt="Cover" /></td>
<td>11</td>
</tr>
<tr>
<td>Jeff Gold, Richard Thorpe and Alan Mumford</td>
<td><img src="image15.png" alt="Cover" /></td>
<td>15</td>
</tr>
<tr>
<td>Kathy Beever and Andrew Duncan Rea</td>
<td><img src="image16.png" alt="Cover" /></td>
<td>12</td>
</tr>
<tr>
<td>Malcolm Martin, Fiona Whiting and Tricia Jackson</td>
<td><img src="image17.png" alt="Cover" /></td>
<td>12</td>
</tr>
<tr>
<td>Charles Leatherbarrow, Janet Fletcher and Donald Currie</td>
<td><img src="image18.png" alt="Cover" /></td>
<td>12</td>
</tr>
</tbody>
</table>
**Business Research Methods**
Sheila Cameron and Deborah Price

*Business Research Methods* demystifies the research process and shows students how to make their research meaningful, effective and relevant to the business world.

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**Introduction to Organisational Behaviour**
Michael Butler and Edward Rose (eds)

This is a print and electronic learning package for introductory modules. It includes a textbook full of learning features and a comprehensive set of online resources and video clips.

---

**Human Resource Management at Work**
Mick Marchington and Adrian Wilkinson

*Human Resource Management at Work* is the leading textbook for the CIPD People Management and Development module. It is closely aligned to the CIPD Standards and is ideal for anyone seeking a critical look at HRM theory and practice.

---

**The Business Skills Handbook**
Roy Horn

The first textbook to cover all the business skills that students need at university and at work.

---

**Leadership and Management Development**
Jeffrey Gold, Richard Thorpe and Alan Mumford

This authoritative text is designed for students studying leadership and management development as part of the CIPD postgraduate qualification or as part of a general Business or HR degree.

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**Leading, Managing and Developing People**
3rd edition
Gary Rees and Ray French (eds)

Building on the success of Rayner and Adam-Smith: this edition’s text has been written for the new CIPD postgraduate module Leading, Managing and Developing People.

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**Cross-Cultural Management**
Ray French

Cross-Cultural Management provides up-to-date, comprehensive coverage of cross-cultural social relations in the work setting. It incorporates research findings, and includes international case studies and examples.

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**Essentials of Employment Law**
10th Edition
David Lewis and Malcolm Sargeant

Now in its tenth edition, *Essentials of Employment Law* is firmly established as the definitive textbook on employment law for all those studying human resource management, a Business degree programme or the CIPD’s Employment Law unit.

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Order your inspection copy online at [www.cipd.co.uk/tutorproducts](http://www.cipd.co.uk/tutorproducts)
Call 01628 502 700
Introduction to Organisational Behaviour

Michael Butler and Edward Rose (eds)

‘At last, a comprehensive coverage of organisational behaviour that will help students apply theory to practice. It is accessible and interesting to read, and also evaluates in an ongoing manner, making it easier to encourage students to do the same.’ Stephanie J. Morgan, Kingston Business School

Contents

1. Introduction (Michael Butler, Aston Business School and Ed Rose, Liverpool Business School)
2. Approaches to Organisational Behaviour (Emma Jeanes, Exeter Business School)

PART 1: INDIVIDUALS
3. Personality (Stephen Woods, Aston Business School)
5. Motivation and Satisfaction (Patricia Harrison, Liverpool Business School)
6. Learning (Crystal Zhang and Niki Kyriakidou, Leeds Business School)

PART 2: GROUPS AND TEAMS
7. Work Groups and Teams (Michael West and Joanne Richardson, Aston Business School)
8. Conflict and Stress (Alf Crossman, School of Management, University of Surrey)
9. Communication (Markus Hasel, Aston Business School)

PART 3: MANAGING ORGANISATIONS
10. Leading and Influencing (Yves Guillaume, Aston Business School)
11. Decision Making (Michael Butler, Aston Business School and Keith Bezant-Niblett, Director, Executive Education, Michigan State University)
12. Managing Equality and Diversity (Maureen Royce, Liverpool Business School)
13. Power, Control and Politics (Ed Rose, Liverpool Business School)

PART 4: ORGANISATIONAL STRUCTURE
14. Organisational Design and Structure (Scott Hurrell and Cinzia Priola, Aston Business School)
15. Culture and Change (Scott Hurrell and Cinzia Priola, Aston Business School)
16. Technology (Michel Ehrenhard, Tanya Bondarouk and Huub Ruel, University of Twente, Netherlands)

PART 5: EMERGING ISSUES
17. Ethics: Issues and Developments (Ed Rose, Liverpool Business School)
18. Conclusion (Michael Butler, Aston Business School and Ed Rose, Liverpool Business School)

20% off! Your students can save 20% on the full price of their books if they order from us by calling 0844 800 3366 or when ordering online at www.cipd.co.uk/bookstore
Introduction to Organisational Behaviour is a print and electronic learning package for introductory modules. It includes a textbook full of learning features and a comprehensive set of online resources and video clips.

Key features include:
- Focus on future employability with key skills boxes and video clips
- Coverage of essential Organisational Behaviour topics
- Learning features that show the relevance of OB to the real world, including practitioner case studies and examples of good and bad practice
- Video clips to accompany practitioner case studies in which the practitioner talks about organisational challenges and solutions
- As well as an ethics think-piece, each chapter includes a section on ethical implications
- Global focus with examples of global organisations/organisations operating in other countries
- ‘Take your Learning Further’ boxes in each chapter, with suggestions of seminal books and articles to read
- Balance between an employee perspective and a managerialist approach

Online resources:
For tutors:
- Key skills video clips
- Practitioner video clips
- PowerPoint slides
- Figures and tables from the book
- Additional short and long case study to accompany each chapter
- Additional teaching resources: tutorial activities, assignment questions and answers to the discussion questions in the book

For students:
- Web links including YouTube links and links to seminal articles

Michael Butler is a Senior Lecturer in Management in the Work and Organisational Psychology Group of Aston Business School, Aston University.

Ed Rose teaches Employment Relations and Organisational Behaviour in the Faculty of Business and Law at Liverpool John Moores University.
This textbook has been written for the new CIPD postgraduate module Human Resource Management in Context.

- Written by John Kew and John Stredwick, the well-respected authors of Business Environment.
- Written for students with little or no prior knowledge of the subject area.
- Includes 95 case studies covering issues such as the France Telecom crisis and the MPs’ expenses scandal.
- Includes 78 activities to enable students to draw on their own experiences and apply different theories.
- The final chapter applies the book’s themes to offer a series of activities based on the National Health Service.
- Covers business ethics and corporate social responsibility in detail.

New to this edition

- New chapter on the managerial context of human resources.
- Greater emphasis in each chapter on the impact of HRM strategy and practices on the business.
- International examples in each chapter and 28 international case studies.

Online resources

For tutors
- PowerPoint slides
- Lecturer’s guide
- Answers/guidance for the chapter activities
- Additional case studies

‘The book is very closely mapped to the Human Resource Management in Context module and fits well with my plans for teaching this module.’ Samantha Lynch, Kent Business School

‘You will find this textbook particularly useful because it draws on the CIPD’s HR Profession Map and illustrates how the HR function has changed in recent years, and why. A main objective is to put current HR practices in their managerial, organisational and external contexts, showing how they shape the present HR agenda.’ David Farnham

David Farnham is Emeritus Professor of Employment Relations at the Portsmouth Business School.

ISBN: 978 1 84398 259 3  Pub Date: September 2010
Pages: 4A.0  Paperback
Price: £41.99  Student Price: £33.59

Suitable for the Human Resource Management in Context module
This textbook has been written for the new CIPD postgraduate module Developing Skills for Business Leadership. It is also ideal for postgraduate Business students who are taking a module in Professional Development, Career Development or Management.

- Edited by Gillian Watson (author of the CIPD text Managing for Results) and written by a team of twelve experts on different skills, ensuring that students have access to the most authoritative content.
- The first postgraduate textbook to cover three key areas: managing yourself and others in the workplace; transferable managerial skills such as problem-solving; and postgraduate study skills such as critical thinking.

Online resources
For tutors
- PowerPoint slides
- Lecturer’s guide
- Longer activities that could be used in a workshop context
For students
- Examples of reflective practice and logbook development

Gillian Watson is a Senior Lecturer in Human Resource Management and currently Programme Leader for the MA in International Management at the University of Sunderland.

Stefanie C. Reissner is a Senior Lecturer in Business and Management at the University of Sunderland.
Contents

1. Introduction

PART 1: THE NATURE, PURPOSE AND CONTEXT OF LEARNING AND TALENT DEVELOPMENT
2. Organising and Managing Learning and Talent Development
3. International and National Contexts
4. Various and Varying Organisational Contexts
5. The Politics of Learning and Talent Development

PART 2: THE PROCESS OF LEARNING AND TALENT DEVELOPMENT
6. Individual and Organisational Learning in Talent Development
7. Establishing Needs and Solutions to Talent Development
8. Designing and Evaluating Talent Development

PART 3: THE MANAGEMENT OF LEARNING AND TALENT DEVELOPMENT
9. Learning and Talent Development Strategies
10. Accessing and Managing Resources
11. Ethics and Professionalism in Learning and Talent Development
12. Research Methods in Learning and Talent Development
13. Summary, Conclusion and Themes

This textbook has been written for the new CIPD postgraduate module Learning and Talent Development. It is also ideal for undergraduate and postgraduate HRM students who are taking a module in human resource development or learning and development.

• Written by Jim Stewart, the Chief Examiner for Learning and Development and the author of the Learning and Talent Development Unit.
• Combines a clear and concise structure and writing style with an academic and critical approach.

Online resources

For tutors
• PowerPoint slides
• Lecturer’s guide including lecture handouts
• Additional case studies: one longer one and one shorter one per chapter

For students
• Web links for each chapter including links to articles

"Would I consider using this book as the core text for the Learning and Talent Development module? A categorical yes. This is a refreshing change from the other books available. The up-to-date and leading literature gives this text a great deal of academic kudos." Gary Rees, Portsmouth Business School

Jim Stewart is Running Stream Professor of HRD at Leeds Business School.

Clare Rigg lectures at the Institute of Technology, Tralee, the Republic of Ireland.

ISBN: 978 1 84398 250 0  Pub Date: January 2011
Pages: 424  Paperback
Price: £41.99  Student Price: £33.59

Suitable for the Learning and Talent Development module
# Resourcing and Talent Management

**5th edition**  
Stephen Taylor

## Contents
1. Introducing Resourcing and Talent Management  
2. Employment Markets  
3. Flexibility  
4. Fairness and Diversity  
5. Human Resource Planning  
6. Job Analysis and Job Design  
7. Recruitment Advertising  
8. Alternative Recruitment Methods  
9. Employer Branding  
10. Selection: The Classic Trio  
11. Advanced Methods of Employee Selection  
12. The New Employee  
13. Succession Planning  
14. Measuring and Analysing Employee Turnover  
15. Improving Employee Retention  
16. Retirements  
17. Managing Redundancy  
18. Dismissals  
19. Resourcing and Talent Management Strategies  
20. Future Developments and Debates

This textbook has been written for the new CIPD postgraduate module Resourcing and Talent Management. It is also ideal for students studying People Resourcing modules on non-CIPD programmes.

- Written by Stephen Taylor, one of the CIPD’s Chief Examiners and the author behind the new Resourcing and Talent Management module.

**New to this edition**
- Focuses exclusively on the relationships between organisations and their labour markets.  
- Three new chapters on fairness and diversity, employer branding and succession planning/talent management.  
- Separate chapters on measuring and analysing employee turnover and improving employee retention.  
- Separate chapters on retirements and managing redundancy.

**Online resources**
- For tutors  
  - PowerPoint slides  
  - Lecturer’s guide including sample assessment and handouts  
  - Feedback on book case studies and one extra case study per chapter
- For students  
  - Web links for each chapter  
  - Annual updates on resourcing and talent management

Stephen Taylor is Senior Lecturer at Manchester Metropolitan University Business School and the CIPD’s Examiner for the Managing in a Strategic Business Context paper.

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# Learning and Development Practice

**Kathy Beever** and **Andrew Duncan Rea**

## Contents
1. How to Use this Book  
2. Developing Yourself as an Effective HR or Learning and Development Practitioner  
3. Understanding Organisations and the Role of HR  
4. Recording, Analysing and Using Learning and Development Information  
5. Undertaking Learning Needs Analysis  
6. Delivering Learning and Development Activities  
7. Designing Learning and Development Activities  
8. Evaluating Learning and Development Activities  
9. Developing Coaching Skills for the Workplace  
10. Developing Mentoring Skills for the Workplace  
11. What Next?  
12. Essential Learning Pages:  
   - Honey and Mumford Learning Styles  
   - NLP - Anchoring Learning  
   - Howard Gardner Multiple Intelligences  
   - Bernice McCarthy 4MAT  
   - David Kolb Experiential Learning Theory  
   - Knowles Andragogy  
   - Kirkpatrick’s Learning and Training Evaluation Model  
   - Return on Investment  
   - GROW model of coaching

The only text for the Learning and Development Practice Certificate that maps completely onto the new modules, giving students all the information they need to succeed in their studies and in their L&D careers.

- Written by experienced practitioners in a clear, accessible way.  
- Divided into two parts - Part 1 contains the practical steps and units, and Part 2 covers the underpinning theories and models - making it easy to navigate and suitable for a range of levels and learning/teaching styles.  
- Contains a wealth of interactive learning features to engage students: objectives, advisory notes, case studies, activities, summaries, review questions and further reading.

**Online resources**
- For tutors  
  - PowerPoint slides  
  - Lecturer’s guide
- For students  
  - Additional questions and activities  
  - Annotated web links

‘An excellent book, one which the students will find readable and practical. I am struck by how clear the authors have managed to make the text.’ Alison Esritt, Lecturer, Merton Adult Education  

Kathy Beever runs a training consultancy business called Lightbulb Learning Ltd.  

Andrew Duncan Rea is a trained trainer, coach and facilitator with a background in management.
Human Resource Practice
5th edition
Malcolm Martin, Fiona Whiting and Tricia Jackson

Contents
1. Introduction and Overview
2. The Organisational Context
3. The Legal Background
4. Job Analysis
5. Recruitment and Selection
6. Performance Management
7. Reward
8. Employee Relations
9. Learning and Development
10. Information and Communication Technology in HR
11. Change in Organisations
12. Personal Effectiveness

This is the only text designed specifically for the new CIPD Certificate in HR Practice.

New to this edition
• Three new chapters on job analysis and design, reward systems and change management.
• More on customer service skills.
• More on employment law.
• More examples of real-life practice.

Online resources
For tutors
• PowerPoint slides
• Lecturer’s guide
• Short and longer additional case studies to accompany each chapter

For students
• Web links

“This new edition has all the attributes of previous editions but with some welcome additions. It has been written with the new CIPD foundation-level structure in mind, which will make it an invaluable resource for tutors and students alike.” Tony Hewling, Lecturer, City College Plymouth

Malcolm Martin has been involved in the design and delivery of the Certificate in Personnel Practice since 1993.

Fiona Whiting has many years of experience as a generalist practitioner in the public sectors and as a freelance practitioner working across the public, voluntary and private sectors.

Tricia Jackson has many years’ experience as a generalist practitioner in both the public and private sectors.

ISBN: 978 1 84398 253 1 Pub Date: May 2010
Pages: 528 Paperback
Price: £41.99 Student Price: £33.59

Suitable for the Certificate in HR Practice

Introduction to Human Resource Management
2nd edition
Charles Leatherbarrow, Janet Fletcher and Donald Currie

Contents
1. Organisations
2. Aspects of Organisational Culture
3. Human Resource Management
4. The Role of the HR Practitioner
5. Human Resource Planning
6. Recruitment
7. Selection
8. Induction and Retention
9. Understanding Employment Law
10. Learning
11. Performance Management
12. Employee Reward
13. The Employment Relationship
14. Health, Safety and Welfare
15. Diversity and Equality
16. Understanding Employment Law
17. Ending the Employment Relationship
18. Change Management
19. Handling and Managing Information

Offering a practical approach to HR, this title is ideal for the CIPD’s new Certificate in HR Practice as well as for foundation students or undergraduates studying an introductory module in HRM.

• Maps onto the new CIPD Certificate.
• Suitable for wider Introduction to HR courses.
• Follows the logical sequence of the employment cycle.
• Practical focus balanced with the right amount of theory.

New to this edition
• All chapters revised and updated inline with the new Certificate.
• New chapters on employment law, organisational change and ending the employment relationship.
• Increased coverage of customer service skills.
• More on multicultural workforces.

Online resources
For tutors
• PowerPoint slides
• Lecturer’s guide

For students
• Annotated web links

‘Students will find this textbook useful because it is accessibly written and has a logical structure. The activities are very good and I like the thought starters.’ Sue Blower, Telford College of Art and Technology

Charles Leatherbarrow is a Senior Lecturer in HRM at Staffordshire University.

Janet Fletcher is a Senior Lecturer at Staffordshire University.

ISBN: 978 1 84398 258 6 Pub Date: August 2010
Pages: 456 Paperback
Price: £41.99 Student Price: £33.59

Suitable for the Certificate in HR Practice

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Offer ends 30 June 2011.
Critical Issues in Human Resource Management
Edited by Ian Roper, Rea Prouska and Uracha Chatrakul Na-Ayudhya

Contents
1. Introduction
PART 1: THE INFLUENCERS AND SHAPERS OF HR STRATEGY
2. Corporate Governance and HRM (Sepideh Parsa)
3. Corporate Social Responsibility and HRM (Elizabeth Cotton)
4. Managing HR in Different National Contexts (Geoff Wood)
5. Virtuality and Beyond: ICT and the Future of Work Organisation (Martin Upchurch)
6. Employment Relations, Finance and the Corporation (John Grahil)
7. Politics, the Regulatory Environment and HRM (Phil James and Ian Roper)
8. HRM and Socio-Demographics: Age Diversity and the Future Workforce (Matt Flynn and Michael Muller-Camen)
9. Integrating and Applying the External Drivers into HR Strategy (Anne Daguerre)

PART 2: HR PROCESSES AND PRACTICES
10. Identifying ‘Performance’ in Performance Management (Sebastian Fuchs)
11. The Dilemmas with Outsourcing and Offshoring (Rea Prouska)
12. From Employee Consent to Employee Engagement (Susie Leigh and Ian Roper)
13. Global Unions (Richard Crouch)
14. Beyond the Learning Organisation (Mary Hartog)
15. Critical Issues in Reward Management (Geoff White)
16. Gender Equity and the Myths of the Work-Life Balance Narrative (Uracha Chatrakul Na Ayudhya and Suzan Lewis)
17. Defining and Challenging Institutional Racism (Doirean Wilson)
18. Disability Discrimination and the Modern Workplace (Asiya Siddiquee and Uracha Chatrakul Na Ayudhya)

PART THREE: CONTEXTUALISING HRM: SECTORAL VIEWS OF HR PRACTICE
19. HRM in Manufacturing (Lola Peach Martins)
20. HRM in Private Services (Sebastian Fuchs)
21. HRM in Public Services (Miguel Martinez-Lucio and Ian Roper)
22. HRM in the Not-for-Profit Sector (Ian Cunningham)

PART 4: CONCLUSIONS
23. Future Issues: Five National and Five Global Challenges for HRM (Anil Verma)

Critical Issues in Human Resource Management is a substantial and authoritative multi-author textbook for HRM modules that take a critical approach. It problematises core HRM topics, encouraging sophisticated thinking about HR interventions. ‘This excellent and engaging text examines critical issues and debates at the forefront of contemporary HRM. The rich and insightful analysis provided makes for essential reading for students and HRM professionals alike.’ Rory Donnelly, Lecturer, Birmingham University Business School.

ISBN: 978 1 84398 241 8  Pub Date: September 2010
Pages: 480  Paperback
Price: £41.99  Student Price: £33.59

Mark Hughes is a Senior Lecturer in Organisational Behaviour in Brighton Business School.

Contents
PART ONE: INTRODUCTION
1. The Managing Change Conundrums
2. Organisational Change Classifications
3. History and Organisational Change
4. The Role of Paradigms and Perspectives

PART TWO: EXTERNAL AND INTERNAL CHANGE CONTEXT
5. Why Organisations Change
6. Organisational Design and Change
7. Strategic-Level Change
8. Group- and Team-Level Change
9. Individual-Level Change

PART THREE: MANAGING CHANGE
10. The Leadership of Change
11. Change Communications
12. Resistance to Change
13. Cultural Change
14. Organisational Learning

PART FOUR: DEVELOPMENTS IN MANAGING CHANGE
15. Power, Politics and Organisational Change
16. Ethics and Managing Change
17. Change Agents and Agency
18. HRM and Managing Change
19. Technological Change

PART FIVE: CONCLUSIONS
20. Evaluating Managing Change

Building on the success of the first edition, this text is designed to cater for change modules on HR and Business degree programmes at both undergraduate and postgraduate level.

• Explores how and why change occurs, and how this process can be managed effectively.
• Offers a critical perspective, challenging the main assumptions in this area and ensuring that the complexity of the subject is understood.

New to this edition
• New chapters on perspectives, power and politics, ethics, agents and agency, HRM and evaluation.
• Revised, more logical structure.
• Critical perspective balanced with improved learning features.
• Revised final chapter focused on evaluating the practice and theory of change management.

Online resources
For tutors:
PowerPoint slides
Lecturer’s guide including commentary on questions and cases in the book
Additional case studies
For students:
Annotated web links

‘An extremely challenging, critical and student-friendly text. It is very clear and above all concise, covering all the main themes needed by students.’ Carolyn Ward, Senior Lecturer, Teesside University Business School

Mark Hughes is a Senior Lecturer in Organisational Behaviour in Brighton Business School.

ISBN: 978 1 84398 242 5  Pub Date: November 2010
Pages: 470  Paperback
## Business Research Methods

**Sheila Cameron and Deborah Price**

‘A must-read for any student, this book encourages you at every stage to apply what you have read to your own project, saving time and effort and helping you to avoid some of the common pitfalls.’ Saurabh Pandey is a final-year student on the MBA at the Open University

‘Ideal for final-year undergraduate students who have to prepare a research proposal for their dissertation or project. It is packed with case studies and delivers complex principles in a user-friendly way.’ Yvonne Moogan is a Principal Lecturer at Liverpool Business School

### Contents

**PART 1: FROM FIRST IDEAS TO POSSIBLE TOPICS**
1. Practical Business Research: An Overview
2. The Complexities of Business Research
3. The Investigative Process
4. Stakeholders, Power and Ethics
5. Considering Possible Topics

**PART 2: TOWARDS A RESEARCH PROPOSAL**
6. Exploring the Literature
7. Writing a Literature Review
8. Research Questions and Purposes
9. Data, Evidence and Sampling
10. Choosing a Research Method
11. Crafting a Research Proposal

**PART 3: DATA COLLECTION**
12. Producing a Research Project from Secondary Data
13. Case Study Research
14. Action-Oriented Research and Action Research
15. Questionnaires
16. Interviews
17. Focus Groups and Workshops

**PART 4: DATA ANALYSIS**
18. Grounded Theory
19. Content Analysis
20. Representing Quantitative Data
21. Inferential Statistical Analysis
22. Drawing Valid Conclusions

**PART 5: ESSENTIAL RESEARCH SKILLS**
23. Managing the Project
24. Managing Client Relationships
25. Learning and Reflection
26. Writing about Research

*Business Research Methods* demystifies the research process and shows students how to make their research meaningful, effective and relevant to the business world.

- Places research firmly in the real world, exploring why research is done and how to ensure that projects are meaningful for organisations.
- Breaks down the research process, covering the stages from exploring the literature to crafting a research proposal.
- Covers practical research management, addressing the transferable skills of project management and communication.
- Provides real-world examples and case studies (including examples of other students’ projects) to give students with little or no work experience a meaningful context in which to relate their own projects.

### Online resources

**For tutors:**
- PowerPoint slides
- Lecturer’s guide with additional activities and supporting handouts
- Figures and tables from the text

**For students:**
- Web links
- Templates
- Quizzes and activities
- Examples of practice
- Sample questionnaire results

Sheila Cameron is Senior Lecturer at the Open University Business School (OUBS).

Deborah Price is Lecturer in Management at the Open University Business School (OUBS).

The book is packed with research stories and illustrations to give a richer understanding of the issues involved in doing business research.

Activity boxes suggest tasks to help students move forward in their learning.

The Online resource centre includes a Lecturer’s guide to each chapter. This includes lecture aims and additional activities.
Cross-Cultural Management in Work Organisations
2nd edition
Ray French

Contents
PART 1: SETTING THE SCENE
1. Introduction
PART 2: CULTURE: USES AND LIMITATIONS
2. The Meaning(s) of Culture
3. Models of Culture: Traditional Approaches
4. Models of Culture: Developments and Debates
PART 3: CROSS-CULTURAL SOCIAL RELATIONS IN THE WORKPLACE
5. Culture and Organisation Structure
6. Intercultural Communication and Negotiation
7. Leadership and Multicultural Teams
8. Motivation and Exchange
9. Intercultural Competencies, Training and Ethics
10. Culture and Human Resource Management
11. Conclusions

Cross-Cultural Management is the essential introduction to cross-cultural social relations in the work setting.
• Provides an evaluation of existing frameworks for understanding cross-cultural differences
• Examines the intercultural competencies needed by managers, such as cultural awareness
• Evaluates how both cultural and non-cultural factors influence social processes at work

New to this edition
• More on emerging issues and frameworks, such as the role of language, diversity management and the concept of identity.
• Greater emphasis on cross-cultural negotiation and intercultural team-building.
• New case studies and examples taken from different regions of the world.
• ‘Applying theory to practice’ boxes.

Online resources
For tutors:
• PowerPoint slides
• Seminar activities
• Case studies
For students:
• Web links
• Self-assessment exercises

’The 2nd edition presents the reader with some thought-provoking ideas about the current and future role of countries like China and India. Throughout the text current Western thinking is challenged and we are made to realise that the future might be a very different place indeed.’ Helen Corner, Doncaster Business School

Leadership and Management Development
5th edition
Jeff Gold, Richard Thorpe and Alan Mumford

Contents
1. Leaders and Managers, Leadership and Management Development
2. Strategic Management Development
3. Measuring Managers
4. Assessing Development Needs
5. Leaders, Managers and Learning
6. Activities for the Development of Leaders and Managers
7. Combining Work and Learning
8. Evaluating Leadership and Management Development
9. Leadership and Management Development and Social Capital
10. The Future Supply of Leaders and Managers
11. Diversity, Ecology and Leadership and Management Development
12. Leadership and Management Development in SMEs
13. Futures and Leadership and Management Development

This authoritative text is designed for students studying leadership and management development as part of the CIPD PDS qualification or as part of a general Business or HR degree.

New to this edition
• Retitled and revised to focus on leadership as well as management.
• Academic and critical content is supported by real-life case studies and examples from industry.
• Increased coverage of diversity, ecology, ethics and SMEs.
• Takes a more international perspective.

Online resources
For tutors:
• PowerPoint slides
• Lecturer’s guide
For students:
• Templates
• Study guide including additional questions and activities, ideas for learning diary entries and web links

‘This book could be described as a compendium to management development...A systematic approach to reading the book will reward the reader with an engaging study into contemporary management development theory and practice.’ Martyn Kersewell Industrial and Commercial Training, Learning and Development Adviser, The Veterans Agency
Jeff Gold is Principal Lecturer in Organisation Learning at Leeds Business School, Leeds Metropolitan University.
Richard Thorpe is Professor of Management Development and Deputy Director of the Keyworth Institute at Leeds University Business School, University of Leeds.
Alan Mumford has published numerous articles and books and is a leading figure in the management development field.

ISBN: 978 1 84398 243 2 Pub Date: March 2010
Pages: 320 Paperback
Price: £38.99 Student Price: £31.99

ISBN: 978 1 84398 244 9 Pub Date: April 2010
Pages: 384 Paperback
Price: £34.99 Student Price: £27.99

Suitable for the Leadership and Management Development module
The Business Skills Handbook

Roy Horn

‘An excellent text covering a very broad range of transferable skills. The chapters are the right length for students to dip in and find what they need. I am looking forward to recommending it to my students.’

Hilary M. Jones, Skills Development Co-ordinator, University of York

‘This comprehensive text is ideal for my undergraduate Business skills module. It is packed with cases, questions and activities that bring the text to life. The writing style is appealing and easy to follow and the material has been helpfully divided into practical, cognitive and technology skills.’ Barbara Maiden, Senior Lecturer in HR, Wolverhampton University

Contents
1. Organising Life and Work
2. How to Study
3. Learning and Skills
4. What are the Key Skills of University Life and the Workplace?
5. Working in Teams
6. Effective Reading Skills
7. Developing Good Writing Skills
8. Presentation Communication
9. Business Calculations
10. Critical Reading and Writing Skills
11. Analysis and Evaluation Skills
12. Examinations and Assignments
13. Thinking and Memory Skills
14. Word Processor Skills
15. Being Effective with Spreadsheets
16. Project Management Skills
17. Social Skills
18. Leadership, Coaching and Mentoring Skills
19. Careers and ‘Futuring’ Skills

The first textbook to cover all the business skills that students need at university and at work.

- Covers all the practical, cognitive, technical and developmental skills that students need to succeed at university and in their professional career.
- Packed with learning features with a focus on experiential learning to get students effectively assessing and developing their skills.

Online resources
For tutors:
- PowerPoint slides
- Lecturer’s guide
For students:
- Templates
- Study guide including additional questions and activities, ideas for learning diary entries and web links

Roy Horn is an academic and researcher in the School of Business and Management at Buckinghamshire New University.

ISBN: 978 184398 218 0  Pub Date: May 2010  Pages: 508  Paperback
Price: £34.99  Student Price: £27.99

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Essentials of Employment Law
10th edition
David Lewis and Malcolm Sargeant

Contents
1. Sources and Institutions of Employment Law
2. Formation of the Contract of Employment (1): Sources of Contractual Terms
3. Formation of the Contract of Employment (2): Implied Terms of Law
4. Recruitment and Selection
5. Pay Issues
6. Discrimination and Equality Law
7. Parental rights
8. Health and Safety at Work
9. Working Time
10. Variation, Breach and Termination of the Contract of Employment
11. Unfair Dismissal
12. Redundancy
13. Unfair Dismissal and Redundancy Claims
14. Continuity of Employment and Transfer of Undertakings
15. Information and Consultation Rights
16. The Legal Framework of Collective Rights
17. Trade Unions and their Members
18. Liability for Industrial Action

Now in its 10th edition, Essentials of Employment Law is firmly established as the definitive textbook on employment law for all those studying human resource management, a Business degree programme or the CIPD’s Employment Law specialist elective.

Online resources
For tutors
• PowerPoint slides
• Lecture notes
• Additional cases and questions
For students
• Equality Bill 2009

This text is an absolute must for HR practitioners and CIPD students. The information is clear and provides many examples to illustrate cases which might arise in any organisation. A very readable and helpful addition to any professional bookshelf. Annie Hepher, Employment Law Module Leader, Croydon College

David Lewis is Professor of Employment Law and programme leader for the LLM in Employment Law at Middlesex University.

Malcolm Sargeant is a Professor of Labour Law at Middlesex University Business School. He is also a member of the Centre for Legal Research at Middlesex University.

ISBN: 978 1 84398 231 9  Pub Date: May 2009
Pages: 400  Paperback
Price: £35.99  Student Price: £28.79

Research Methods in Human Resource Management
2nd edition
Valerie Anderson

Contents
1. Introduction
2. First Stages in the HR Project
3. Ethics and HR Research
4. Reviewing and Evaluating Existing Knowledge
5. Approaches to Gathering Data in HR Research
6. Finding and Using Organisational Evidence
7. Collecting and Recording Qualitative Data
8. Analysing Qualitative Data
9. Collecting and Recording Quantitative Data
10. Analysing Quantitative Data and Formulating Conclusions
11. Communicating your Research
12. Final Reflections

Research Methods in Human Resource Management addresses the needs of HRM and CIPD students writing a management report or dissertation, providing both theoretical frameworks and practical guidance.

Providing an accessible guide to the planning and execution of HRM research projects, this book seeks to develop the knowledge and skills of first-time researchers for effective research into HRM issues in organisations.

New to this edition
• Covers ethics and HR research
• More on methodology, philosophy, ontology and epistemology
• More on quantitative methods and analysis

Online resources
For tutors
• PowerPoint slides
• Lecture notes
For students
• Web links

This new edition is clear and well expressed. I strongly recommend and encourage students to buy it. Jennifer Johnson, MSc HRM/D Course Leader, University of Lincoln

Valerie Anderson is Lecturer in Human Resource Management at the University of Portsmouth Business School.

ISBN: 978 1 84398 227 2  Pub Date: May 2009
Pages: 400  Paperback

Suitable for the Investigating a Business Issue from an HR Perspective module

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Offer ends 30 June 2011.
Learning and Development
5th edition
Rosemary Harrison

Contents

PART 1 UNDERSTANDING THE FIELD
1. Learning and Development in Organisations Today
2. National Skills Strategy
3. Reforming Vocational Education and Training

PART 2 GETTING TO GRIPS WITH THE PRACTICE
4. Understanding Learning and the Learners
5. Promoting Workplace Learning and Knowledge
6. Enhancing Performance Management
7. A Six-stage Training Cycle for Co-creating Value
8. The Six-stage Cycle in Action: A Case Study
9. Achieving Ethical Practice

PART 3 MAKING A BUSINESS CONTRIBUTION
10. The L&D Agenda in Different Sectoral Settings
11. Shaping and Managing the L&D Function
12. Producing and Implementing L&D Strategy
13. Developing L&D Partnerships
14. Adding Value

PART 4 BUILDING FOR THE FUTURE
15. Tackling Challenges of Change
16. Promoting Talent and Career Development
17. Developing Leaders and Managers
18. Pulling the Threads Together: Claims and Challenges

This textbook presents a comprehensive, balanced and detailed exploration of L&D, at the same time making it accessible to all through a clear writing style and a range of learning features such as case studies, examples, questions and exercises.

Online resources
For tutors
- PowerPoint slides
- Lecture notes
- Learning features from the text

For students
- Templates and checklists

Now in its 5th edition, the book remains one of the leading and most authoritative texts available. As usual, Rosemary Harrison has done a first-class job on revising and updating the content to reflect both recent research and developments in practice. The book has proven value to both students and practitioners, and as Rosemary’s successor I am happy to recommend it as a suitable core text for the subject.

Jim Stewart, CIPD Chief Examiner for Learning and Development

Rosemary Harrison was formerly the CIPD’s Chief Examiner for Employee Development/Learning and Development and was Director of HRD Research Centre at the University of Durham.

ISBN: 978 1 84398 216 6  Pub Date: February 2009
Pages: 400  Paperback
Price: £41.99  Student Price: £33.59

Researching and Writing Dissertations
A complete guide for Business students
Roy Horn

Contents

1. Preface and Introduction
2. Strategies for Finding and Developing a Dissertation Topic
3. The Key Skills Tested in the Dissertation
4. The Research Proposal
5. How Can I Manage My Time and Complete on Time?
6. Theory and Literature
7. Methodology
8. Data, and How to Analyse it
9. Data Analysis and Representation

Students often struggle when faced with the task of researching and writing a dissertation. Researching and Writing Dissertations by Roy Horn is an easy-to-use and concise guide to the entire process, from basic research methods to writing. This book will be invaluable for anyone completing a dissertation as part of a Business and Management degree, particularly postgraduates. It will also be useful for undergraduates and CIPD students completing their management report.

Comprehensive and in-depth in its coverage, this is more than just a study skills book. It is a fully interactive learning textbook that is academically grounded, but focuses on the practical bare essentials critical for the successful completion of a dissertation. It is packed with real examples of dissertation work by students, with helpful comments from tutors.

Online resources
For tutors
- PowerPoint slides
- Lecture notes
- Learning features from the text

For students
- Templates and checklists

The very practical nature of the text is excellent. There are so many books on research methods and many too on doing a research project. This does however look attractive in the way it is organised and presented and geared towards the whole process.

Barbara Maiden, Senior Lecturer in HR, University of Wolverhampton Business School

Roy Horn is Principal Lecturer and Researcher in HRM and Organisational Behaviour at Buckinghamshire New University. He has 28 years’ experience of teaching, learning and assessing research methods and dissertations.

ISBN: 978 1 84398 199 2  Pub Date: February 2009
Pages: 280  Paperback
Price: £27.99  Student Price: £22.39

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Managing and Leading People
2nd edition
Edited by: Charlotte Rayner and Derek Adam-Smith

Contents
1. Managing and Leading People in High Performance Organisations
2. The Strategic Context
3. Employee Involvement and Participation: Contemporary Theory and Practice
4. Leadership
5. Ethics and Diversity in Human Resource Management
6. Flexibility, the Psychological Contract, and Empowerment
7. Performance Management, Motivation and Reward
8. Job Design
9. Recruitment and Selection
10. Learning, Training and Development: Creating the Future?
11. Conclusion

Building on the success of the first edition, this revised and updated text reflects the most recent developments in management and leadership and adopts a more international perspective. Key topics include the strategic context, ethics and diversity, the psychological contract, motivation and reward, recruitment and selection and developing for the future.

Online resources
For tutors
- PowerPoint slides
- Lecture notes

I am really excited about this book... I love the case study approach that brings the theoretical issues to life... Even I with some years of academia under my belt still enjoy a book that delivers the goods in a reader-friendly way. Ann Pendleton, Senior Lecturer and Programme Leader for MA HRM and MBA, Bolton Business School

Charlotte Rayner is Professor of Human Resource Management at Portsmouth Business School.
Derek Adam-Smith is Head of the Human Resource and Marketing Management department at Portsmouth Business School.

ISBN: 978 1 84398 217 3  Pub Date: March 2009
Pages: 300  Paperback
Price: £34.99  Student Price: £27.99

Business Environment
Managing in a Strategic Context
2nd edition
John Kew and John Stredwick

Contents
Introduction
1. Organisations and Their Environments
2. The Competitive Environment
3. The World Economy
4. Government Policy
5. Regulation and the Law
6. Demographic Trends
7. Social Trends
8. The Technological Context
9. Social Responsibility and Ethics
10. Strategic Management
11. Managing in a Strategic Business Context – an Integrative Case Study

Business Environment by Kew and Stredwick is ideal for students taking modules in Business Environment or Context as part of an HR or Business degree.

Presented and written in an easy-to-use format, for students with little or no prior knowledge of the subject, Business Environment enables students to gain key knowledge of the economic, social and legal environmental influences that are essential in developing an understanding of business strategy at every level.

New to this edition
- More material on organisational environments and strategy.
- A case study led approach with more real-world and international cases.

Online resources
For tutors
- Lecture notes
- Learning features from the book

This 2nd edition does not read like a typically dry textbook but is informative, engaging, and relevant to the work environment, incorporating current events and contemporary business issues in a meaningful way, and relating these to theoretical models which are thoroughly but not heavily presented. Stephen Millard, Senior Teaching Fellow, School of Business and Management, Buckinghamshire New University
John Kew is an educational consultant and has written flexible learning material for the CIPD's Professional Development Scheme.
John Stredwick is the Senior Lecturer at The University of Bedfordshire. He is also a visiting Associate Professor at Webster University (USA) based in Regent's Park.

ISBN: 978 1 84398 204 3  Pub Date: May 2008
Pages: 424  Paperback
Price: £41.99  Student Price: £33.59
Human Resource Management
A case study approach

Edited by:
Michael Muller-Camen,
Richard Croucher
and Susan Leigh

Contents
1. Introduction
2. The Context of HRM
3. People and Human Resources Strategies
4. HRM and Technological Innovation
5. Labour Law
6. Equality and Diversity
7. HR Planning
8. Recruitment
9. Selection
10. Flexibility and Work–life Balance
11. The Psychological Contract, Absence and Turnover
12. Performance Management and Appraisal
13. Reward Systems
14. Training and Development
15. Understanding Coaching
16. People-related Measures and High-performance HRM
17. Employment Relations
18. Health and Safety at Work
19. Employee Communication
20. Changing Roles in HRM
21. The Organisation of Work
22. International HRM
23. Instead of HRM: A Cross-cultural Perspective
24. Creating Corporate Capability: A New Agenda
25. Corporate and Social responsibility and Sustainable HRM
26. Future Potential Developments in HRM

Key features of this wide-ranging and in-depth textbook include:
• Learning outcomes and key learning points in each chapter to summarise and highlight the issues raised.
• At least two case studies per chapter to link theory and practice and illustrate how different HR practices are appropriate in different contexts.
• Further exploration references directing students to relevant articles and websites, encouraging critical thinking.

Online resources
For tutors
• PowerPoint slides
• Lecture notes
For students
• Student lecture notes
• Overview, objectives and outline of each chapter
• Feedback on mini questions

Clearly written and accessible, this text seeks to present the issues facing the practitioner. It is wide in scope and makes excellent use of cases and exercises. Paul Smith, Principal Lecturer in HRM and Head of Subject Group, School of Business, University of Hertfordshire

Michael Muller-Camen is Professor of International HRM at Middlesex University Business School
Richard Croucher is Professor of Comparative Employment Relations and Director of Research at Middlesex University Business School.
Susan Leigh is Programme Leader for the BA in HRM at Middlesex University Business School.

ISBN: 978 1 84398 165 7  Pub Date: January 2008
Pages: 544  Paperback
Price: £40.99  Student Price: £32.79

Human Resource Management at Work
4th edition

Mick Marchington and Adrian Wilkinson

Contents
PART 1: HRM, STRATEGY AND PERFORMANCE
1. HRM, Strategy and the Global Context
2. Forces Shaping HRM at Work
3. High-commitment HRM and Performance
4. Designing HRM to Fit Organisational Goals
5. Changing Responsibilities for HRM
PART 2: RESOURCING
6. Staffing and Resourcing the Organisation
7. Performance Management
PART 3: DEVELOPMENT
8. Vocational Education, Training and Skills
9. Learning and Development at Work
PART 4: RELATIONS
10. Managing Worker Voice
11. Fairness at Work: Procedures and Policies
PART 5: REWARD
12. Motivation and Pay Systems
13. Equity and Fairness in Reward Management
PART 6: RESEARCH AND CHANGE MANAGEMENT SKILLS
14. Research and Change Management Skills

The 4th edition includes even more case studies and real-world examples, as well as mini-cases and research summary boxes. This edition also covers private equity firms, diversity, international HRM and globalisation, the role of line managers, and the meaning of work.

Online resources
For tutors
• PowerPoint slides
• Lecture notes
For students
• Student lecture notes
• Overview, objectives and outline of each chapter
• Feedback on mini questions

Marchington and Wilkinson’s latest edition updates and improves what was already an established first-choice textbook. The material is presented in a mature yet accessible style and the coverage is entirely dependable. This book sets the standard. Simon Gurevitz, Senior Lecturer, University of Westminster
Mick Marchington is Professor of Human Resource Management at Manchester Business School, the University of Manchester.
Adrian Wilkinson is Professor in Human Resource Management at Loughborough University Business School.

ISBN: 978 1 84398 200 5  Pub Date: June 2008
Pages: 635  Paperback
Price: £40.99  Student Price: £32.79
## Contents

2. Looking Ahead: HRM and Strategy
3. Designing Work: Organising Jobs and People
4. Managing the Human Resource Flow
5. Developing People
6. Employee Relations
7. Rewarding People
8. HRM and Competency
9. Managing Diversity
10. People Issues in Mergers and Acquisitions
11. HRM in International Companies
12. Review

Henderson’s *Human Resource Management for MBA Students* is the ideal textbook for MBA students and Master’s students on general Business and Management degrees who are or will become general managers, especially those who will have some direct responsibility for HRM policies and practices. This book gives the managers of tomorrow a basic grounding in HR theory and practices.

The title places HR in a managerial context and covers the key areas that a line manager needs to know without placing too much emphasis on historical development. The book therefore seeks to offer a real-world perspective on people management, and provides strong support in recognition of the limitations on time that MBA students have.

### Online resources

For tutors
- PowerPoint slides
- Additional class exercises and assignment questions
- Suggested lecture plan
- Learning outcomes and key issues from the book

It is clearly written and provides an authoritative account of recent research and key theories of HRM for students at Master’s level who are not necessarily specialists in this area. Caroline Hook, Senior Lecturer in HRM, Huddersfield University Business School

### About the Author

*Iain Henderson* is a Senior Teaching Fellow at Edinburgh Business School, Heriot-Watt University.

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## Contents

1. An introduction to Strategic HRM
2. The Strategic Context of HRM
3. The Changing Role of HRM – Leading and Influencing

PART 2: BRIDGING THE STRATEGY–POLICY DIVIDE

4. Strategic Resourcing
5. Strategic Choice in Patterns of Employment Relations
6. The Contribution of HR to Learning and Development

PART 3: THE LINK BETWEEN HRM AND BUSINESS PERFORMANCE

7. The Impact of Strategic HRM on Organisational Performance
8. Innovation and Creativity
9. Managing the Work–Family Interface

PART 4: CONTEXTUALISING STRATEGIC HRM

10. Climate and Teamwork
11. Corporate Responsibility, Ethics and Strategic HRM
12. Strategic Diversity Management
13. The International Context
14. Emerging Issues in the Field

*Strategic Human Resource Management* is a challenging and engaging student-focused textbook written by a team consisting of world-class researchers and experienced HRM tutors at Aston University. It is ideal for students taking a HRM or Strategic HRM module at postgraduate and upper-undergraduate level.

Structured around contemporary and emerging issues, this book is designed to encourage students to think analytically about strategic HRM issues and how to build real-world practice on the basis of solid research evidence.

### Online resources

For tutors
- PowerPoint slides
- Lecture notes

*Strategic HRM* is a fabulous book. Nothing touches it in the marketplace for books about strategic HRM, and I doubt if anything will for some time to come. Dr Ted Johns, CIPD Chief Examiner

The Aston Centre for Human Resources was created at Aston Business School, Aston University, in February 2006. The centre consists of: Sam Ayyee, Pawan Budhwar, Michael Butler, Kathy Daniels, Ann Davis, Doris Fay, Margaret Harris, Anastasia Katou, Carole Parkes, Judy Scully, Helen Shipton, Azni Zarina Taha, Michael West and Qin Zhan.
International Human Resource Management
2nd edition

Chris Brewster, Paul Sparrow and Guy Vernon

Contents
International Human Resource Management: An Introduction
PART 1: NATIONAL CULTURES
1. The Impact of National Culture
2. Culture and Organisational Life
PART 2: COMPARATIVE HRM
3. Theory and Practice
4. The Role of the HR Department
5. Recruitment and Selection
6. Reward
7. Training and Development
8. Flexibility and Work–life Balance
9. Employee Relations and Communications
PART 3: INTERNATIONAL HRM
10. International HRM: Theory and Practice
11. Managing International Working
12. Managing Diversity in International Working
PART 4: NEW DEVELOPMENTS AND THE ROLE OF THE HR FUNCTION
13. New Developments in International HRM
14. Managing International HRM

International Human Resource Management explores both comparative and international HRM, discussing leading practices and the controversies that surround them. The text includes material from the Pacific Rim, China and India. Chapters are grounded in academic research and include case studies, activities and a range of other features to test and reinforce students’ understanding.

I am amazed how much is contained in such a relatively small book. Apart from reading the International Journal of HRM and seeking out original sources, a student would be able to get a very good overview as well as an in-depth perspective on International HRM. I would say that this critically engaging book is the best in its field. Dr David Vickers, Lancashire Business School, University of Central Lancashire, UK.

Chris Brewster is Professor of International HRM at Henley Management College.
Paul Sparrow is the Director of the Centre for Performance-Led HR and Professor of International HRM at Lancaster University Management School.
Guy Vernon is a Lecturer in Human Resource Management at Southampton University.

ISBN: 978 1 84398 159 6 Pub Date: May 2007
Pages: 352 Paperback
Price: £37.99 Student Price: £30.39

Human Resource Management in an International Context

Rosemary Lucas, Ben Lupton and Hamish Mathieson

Contents
1. Introduction
PART 1: EMPLOYMENT AND HRM
2. Employment in a Global Context
3. Human Resource Management
PART 2: WORK ORGANISATION, FLEXIBILITY AND CULTURE
4. Work Organisation and Flexibility
5. Culture Change Management
PART 3: RECRUITING, MANAGING AND DEVELOPING PEOPLE
6. Recruitment and Selection
7. Learning and Development
8. Managing Performance
9. Reward
PART 4: REGULATION AND EMPLOYMENT RELATIONS
10. Employee Voice
11. Employment Law
PART 5: CORPORATE GOVERNANCE, JUSTICE AND EQUITY
12. Corporate Social Responsibility and HRM
13. Ethics and Organisational Justice
14. Employment Equality
15. Themes and Reflections

This practical text provides a comprehensive and critical grounding on HRM theory and looks at people management strategies in a range of industries and countries.

The strong theoretical component is reinforced exceptionally well by use of an interesting and diverse range of illustrative case studies and associated thought-provoking questions, distributed appropriately throughout the book. Sue Shortland, Principal Lecturer – HRM, London Metropolitan University

Rosemary Lucas is Professor of Employment Relations at Manchester Metropolitan University Business School (MMUBS).
Ben Lupton is Principal Lecturer in Human Resource Management, Manchester Metropolitan University Business School (MMUBS).
Hamish Mathieson is Senior Lecturer in Employment Relations, Manchester Metropolitan University Business School (MMUBS).

ISBN: 978 1 84398 109 1 Pub Date: January 2007
Pages: 400 Paperback
Price: £37.99 Student Price: £30.39

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### Employee Reward
#### Alternatives, Consequences and Contexts

**Stephen J. Perkins and Geoff White**

**Contents**
1. Introducing Employee Reward Systems
2. Conceptual and Theoretical Frameworks
3. The Legal, Employment Relations and Market Context
4. Base Pay Structures and Relationships
5. Pay Setting, Composition and Progression
6. Variable Pay Schemes
7. Benefits
8. Pensions
9. Non-financial Reward
10. Rewarding Directors and Executives
11. International Reward Management
12. Employee Reward Within HRM

This textbook is ideal for the new CIPD postgraduate module on Reward Management. It is also suitable for general Reward Management modules.

It seeks to build on the legacy of the Armstrong text but offer a more balanced, comprehensive, student-friendly and analytical approach to the subject area.

**Online resources**
- For tutors
  - PowerPoint slides

I really enjoyed reading Employee Reward. It is comprehensive and takes an academic approach linked to practical material which will be of help to students and tutors. I feel it has managed to achieve a level of detail in a succinct format and I am sure this will be welcomed. A text such as this is long overdue. Barbara Maiden, Senior Lecturer in HR, University of Wolverhampton Business School

**Stephen J. Perkins** is Professor of Strategy and HRM at the University of Bedfordshire Business School and holds a visiting appointment at Cass Business School, City University.

**Geoff White** is Professor of Human Resource Management at the University of Greenwich Business School. He worked in commercial employment relations research at Incomes Data Services for many years prior to becoming an academic.

**ISBN**: 978 1 84398 156 5  |  **Pub Date**: May 2008  
**Pages**: 380  |  **Paperback**  
**Price**: £35.99  |  **Student Price**: £28.79  

**Suitable for the Reward Management module**

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### People Resourcing
#### 4th edition

**Stephen Taylor**

**Contents**
1. Introduction
2. The Competitive Environment
3. The Employment Market
4. The Regulatory Environment
5. Human Resource Planning: Methods and Applications
6. Human Resource Planning: Relevance and Debates
7. Flexibility
8. Job Analysis and Job Design
9. Recruitment Advertising
10. Alternative Recruitment Methods
11. Selection: The Classic Trio
12. Advanced Methods of Employee Selection
13. The New Employee
14. Performance Management Strategies
15. Performance Appraisal
16. Managing Absence
17. Staff Turnover and Retention
18. Redundancy and Retirement
19. Dismissals
20. Demonstrating Added Value
21. People Resourcing Strategy
22. Debates About the Future of Work

Through practical guidance and theoretical underpinning, People Resourcing provides a comprehensive overview of fundamental management issues such as attracting the best candidates, reducing staff turnover and improving employee performance.

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**Stephen Taylor** is Senior Lecturer at Manchester Metropolitan University Business School and the CIPD’s Chief Examiner for Managing in a Strategic Business Context.

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Chris Routledge is a former lecturer at Huddersfield University Business School and is now a management consultant.

Jan Carmichael is Head of the Division of HRM in the Department of Management at Huddersfield University Business School.

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