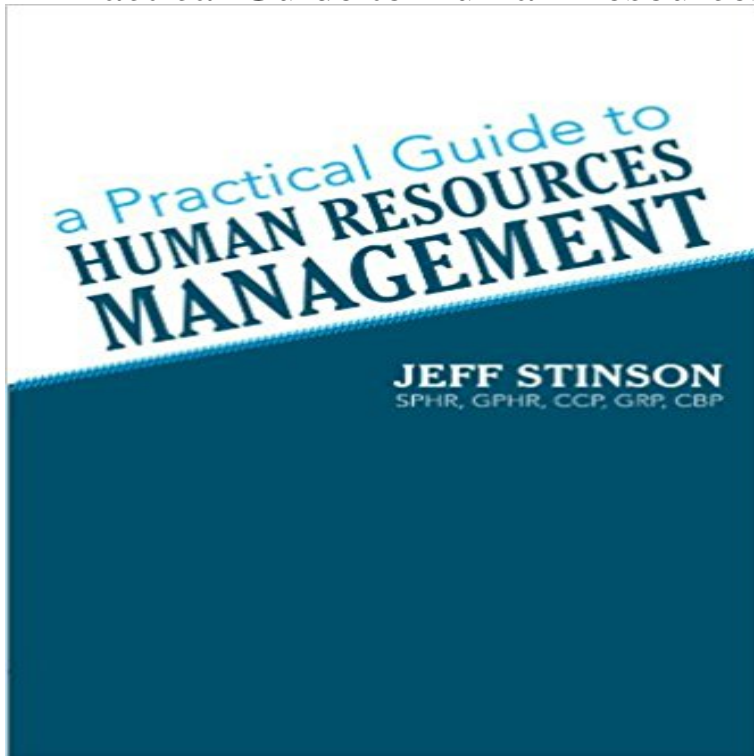


A Practical Guide to Human Resources Management



Leading people in today's complex world is challenging. There are regulations, unions, lawyers, and more to deal with on a daily basis. Written by a longtime human resources consultant, this guidebook helps you develop your leadership skills so you can recruit qualified applicants; interview candidates with confidence; hire the right people; train new employees and keep the best performers; deal with unions; and stay out of court. In addition to the basics, you'll learn how to respond to situations that catch you off guard. For instance, what do you do if your best employee tells you that he or she is leaving to join a competitor? What if one of your employees takes a public stand against one of your policies? What if someone you fire for theft hires a lawyer who sends you a nasty letter? Other textbooks on human resources management focus on theories and statistics, but *A Practical Guide to Human Resources Management* provides real-life examples to help you handle any situation with leadership that inspires confidence.

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