

# AcSMS Resources For The Personal Trainer

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human resources for the non hr manager appeals to anyone interested in management issues the book explains why human resource issues are increasing the responsibilities of front line managers rather than the hr department chapters present the basics of hr including the fundamentals of hiring

performance appraisal reward systems and disciplinary systems so that any manager regardless of his or her background or functional area can approach these parts of the job with confidence the book also covers the latest developments in equal opportunity law and describes the manager's responsibilities in controlling sexual harassment and managing diverse employees including older workers and employees with disabilities each chapter's material is firmly grounded in the current hr academic literature but the book's friendly conversational tone conveys basic principles of good practice without technical jargon designed to make the material more accessible and personally relevant the book includes the following special features manager's checkpoints a series of questions that help the reader apply the material to his or her own organizational context boxes that describe real life examples of how companies respond to hr challenges for further reading references to articles published in outlets that bridge the academic practitioner divide manager's knots presented in a question and answer format these describe typical managerial problems take the reader into some of the gray ambiguous areas of hr and suggest ways to apply the chapter material to real life managerial dilemmas

describes the individual capabilities of each of 1 900 unique resources in the federal laboratory system and provides the name and phone number of each contact includes government laboratories research centers testing facilities and special technology information centers also includes a list of all federal laboratory technology transfer offices organized into 72 subject areas detailed indices

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