Leadership: Research Findings, Practice, and Skills
Essentials of Management
Human Relations for Career and Personal Success
The Winning Edge
Human Relations: Interpersonal Job-Oriented Skills
Fundamentals of Organizational Behavior
Human Relations, Care and Personal Success
Human Relations Career
So macht man Karriere
The Human Side of Organizations
Impression Management in the Workplace
Human Relations Personnel and Human Resource Management
Principles of Leadership
Human Relations Career
Essentials of Management
Ableism at Work
Human Relations
Women in Midlife—security and Fulfillment
Fundamentals of Organizational Behavior
Human Relations
Impression Management in the Workplace
Political Behavior in Organizations
Human Relations for Career and Personal Success
The Business Mindframe
Human Resources Management
Human Relations Career and Personal Success
Foundations of Organizational Behavior
Fundamentals of Organizational Behavior
FUNDAMENTALS OF ORGANIZATIONAL BEHAVIOR is a brief, yet very applied, text that blends concise explorations of organizational behavior with managerial insight, self-assessment, skill development, and prescription. Designed principally for instructors who supplement their instruction, Fundamentals of Organizational Behavior is also ideal for short courses, executive education programs, and unique courses that survey organizational behavior issues or combine them with those of organizational theory, strategy, marketing, human resources, or management. FUNDAMENTALS OF ORGANIZATIONAL BEHAVIOR is a brief, yet very applied, text that blends concise explorations of organizational behavior with managerial insight, self-assessment, skill development, and prescription. Designed principally for instructors who supplement their instruction, Fundamentals of Organizational Behavior is also ideal for short courses, executive education programs, and unique courses that survey organizational behavior issues or combine them with those of organizational theory, strategy, marketing, human resources, or management. Essentials of Management makes the connection between theory and concepts to actual practice by showing how managers and organizations effectively apply the basic principles of management. The text takes a functional approach, first introducing the role of a manager and the modern managerial environment, before exploring planning organizing, leading, and control. The Sixth Edition has been extensively revised and updated to include the latest information, examples and activities to help readers understand the skills necessary to manage, lead, and compete in today's world. Perfect for instructors who take a practical, skill-building approach to teaching leadership, the Sixth Edition of LEADERSHIP: RESEARCH FINDINGS, PRACTICE AND SKILLS provides an ideal balance of essential theory and real-world applications. Andrew DuBrin, a highly respected author and consultant, incorporates the latest research on leadership and current business practices from academic journals and popular periodicals. The text provides students with a strong practical foundation by introducing leaders they can relate to and reinforcing their knowledge with frequent skill-building activities. Key updates include new opening vignettes and end-of-chapter cases, numerous additional skill-building exercises, and an enhanced student companion site with new Knowledge Bank activities and self-assessments. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Perfect for instructors who take a practical, skill-building approach to teaching leadership, the seventh edition of LEADERSHIP provides an ideal balance of essential theory and real-world applications. Andrew DuBrin, a highly respected author and consultant, incorporates the latest research on leadership and current business practices from academic journals and popular
periodicals. The text provides students with a strong practical foundation by introducing leaders they can relate to and reinforcing their knowledge with frequent skill-building activities. Key updates include new opening vignettes and end-of-chapter cases, numerous additional skill-building exercises, and video discussion questions at the end of each chapter. An all-new CourseMate interactive study tool site features additional video content, premium quizzing, and links to both the Career Transitions job search tool and Cengage's KnowNOW blog, which is constantly updated and provides an intuitive view of current events. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. This introduction to success in the workplace presents business psychology in clear, layman's language, helping readers understand how the application of psychology can help them improve individual and organizational effectiveness. It addresses the latest topics, including the new model of career advancement, gender differences in communication style, managing conflict through cognitive restructuring, human aspects of adjusting to technology, the problem of online addictions, the portfolio career, career downshifting, prospering in a learning organization, dealing with a micromanaging supervisor, 360-degree feedback, cultural diversity and ethics in the office, and other relevant topics with the goal of developing an appreciation of key principles and findings of the psychology of individual behavior. For human resources, industrial/organizational psychology, and general business managers and professionals. - Publisher. For undergraduate courses in Human Relations, Applied Psychology, Human Relations in the Workplace, Career Development; also appropriate for a course in Interpersonal Skills Training. Accomplished author and national speaker, Andrew J. DuBrin brings his expertise of Human Relations and Business Psychology to this exciting Twelfth edition. Focusing on today's work environment, the book takes a two-pronged approach that improves interpersonal skills by first presenting basic concepts and then by featuring a heavy component of skill development and self-assessment. Human Relations: Job-Oriented Skills 12e is not just a textbook. The twelfth edition includes a wealth of experiential exercises, including new cases and self-assessment quizzes that can be completed in class or as homework. This program will provide a better teaching and learning experience for you and your students. Here's how: Relate Concepts to What's Happening Today, Personally and in the Workplace: Give students hands-on ways to develop practical human relations skills and stay involved in class. Reinforce Concepts and Build Skills: Proven pedagogy, exercise sets, and end-of-chapter material are all geared towards ensuring students grasp the concepts. Keep your Course Current and Relevant: New examples, research findings, and examples appear throughout the text. Twelve of the case openers and twenty-four cases are new. This compendium presents the findings of 29 scholars on public policy issues affecting midlife women. This contemporary text will connect you with current human relations issues and the challenges your students will encounter in the twenty-first century. Human Relations, 4e prepares students to confidently put theory into action to get the results they want. Authors Dalton, Hoyle, and Watts use a unique approach that offers students the opportunity to experience and analyze firsthand the contemporary issues of human relations. By weaving their varied professional backgrounds and knowledge into every chapter, they provide the insight and awareness that comes only from real-life experience. With its improved design and focus on new, contemporary topics, HUMAN RELATIONS 4e once again delivers a dynamic and real-world perspective to the study of human relations. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Political Behavior in Organizations includes a summary of power and influence in organizations. The text blends research, theory, experience and skill building into a comprehensive yet concise book designed for understanding and application. Key features include: - captivating case histories for analysis, both from the media and original stories; - political skill-building exercise for each chapter; - self-assessment quizzes; - introductory cases at the beginning of each chapter. The book presents the fundamentals of Human Resource Management in a simple, lucid and easily understandable style. It provides a comprehensive coverage to a vast, growing discipline well supported by a wealth of research data collected from multifarious sources, potently and carefully. A notable feature of the book is that it gives extensive coverage to HRD topics. The book contains a number of informative tables, summary boxes and useful diagrams. It is also liberally sprinkled with current
examples and illustrations designed to convey the information in an uncomplicated manner. The book is primarily meant for students pursuing advanced courses in Human Resource Management such as MBA, PGDBA, M Com and IAS. Some of the changes in the Second Edition are summarized below:

- A refined version of SHRM
- Total quality HRM approach
- Summarised versions of best employers in India especially their recruitment, selection, training and executive development practices
- Succession planning and succession management enriched with live corporate examples
- 360-degree feedback system, essentials of an effective appraisal system, potential appraisal
- How leading Indian companies appraise potential
- Latest data regarding union membership; union recognition, criteria and rights, voluntary recognition and the code of discipline, verification of union membership, the check off system, recommendations of NCL, current trends in trade unionism
- Features of industrial relations, approaches to industrial relations, latest data regarding industrial disputes
- Important uses of human resource information system
- New chapter on International Human Resource Management
- Study Aids in a New Format: Discussion questions, Internet sources, true/false questions, key term exercises, student activities, etc., have been brought under one roof, i.e., at the end of each chapter
- 9 New Cases: The case of the risky recruit, the case of bench management, the case of TQM and innovation, compensation crises, incentive issues, the case of variable pay, the case of involuntary VRS, the case of mentoring management and the case of the hushed relationship

This volume addresses on several important topics that influence HRM in the nonprofit sector. By providing rich context and linking research to practice, it creates a foundation for those interested in advancing the art and science of human resources in voluntary organizations.

Gary R. Kirk, Virginia Tech, US

This impressive book assembles the latest research findings and thinking on the management of voluntary/nonprofit sector organizations and the effective utilization of both paid staff and volunteers. The authors expertly look into the challenges faced by this sector and the growing role that it plays in society. They review HRM in the voluntary sector and discuss the challenges of bringing about best practices, as well as suggesting how to improve leadership of voluntary/nonprofit organizations. Non-profit organizations serve several useful purposes in society and exist in every country in the world. Like organizations in other sectors, non-profit organizations now have to do more with less. This book indicates the ways in which human resource management policies and practices can improve the effectiveness of non-profit organizations. The authors consider the roles played by non-profit organizations in effective leadership and its development, developing the non-profit brand, enhancing learning and skills development of both paid staff and volunteers and encouraging and supporting bring about organizational change. They also examine how university-based education programs are developing talent in the non-profit sector. This timely book will prove invaluable to academics and doctoral students interested in all aspects of management within the non-profit/voluntary sector. Government professionals working in this sector will also find this compendium insightful. Essentially, our system serves as a frame of mind in the field of business, called Business "MindFrame", in which people can be aided in better modeling business contexts, reasoning the business decisions out, and charting the effective courses of actions rationally. Published by SCPG Publishing Corporation and distributed by World Scientific for all markets except China.

Focus on the fundamental principles and practices of effective management today with DuBrin's comprehensive, yet concise, MANAGEMENT ESSENTIALS, 9E, International Edition. This brief but thorough new edition functions both as a solid introduction for new students or an in-depth review of core concepts and the latest research and applications for working professionals. Written from the first edition as an essentials text, this book is not a condensation of a larger text, but provides concise, complete coverage that clearly translates the latest research, theories, and management experiences into actual practice. The author's proven functional approach introduces the role of a manager and today's managerial environment before exploring critical topics in planning, organizing, leading, and control. This edition addresses emerging issues, such as sustainability and environmental concerns, management in difficult times, employee morale, diverse workforces, and teamwork. New coverage of ethics, personal productivity, the latest information technology, and decision making are also included. Compelling, memorable examples show how leaders effectively apply principles of management in a wide variety of business settings. New action features, new online skill
builders, new cases and video cases work with proven exercises and self-assessment quizzes to help readers develop the managerial, interpersonal, and technical skills necessary for outstanding career success. Help your students acquire the knowledge and skills to manage, lead, and successfully compete in today's rapidly changing business environment with DuBrin's MANAGEMENT ESSENTIALS, 9E, International Edition. This new title provides a concise and timely perspective of how to harness the power of human behavior in the workplace to gain the winning edge in today's competitive marketplace. An overview of the field of organizational behavior is quickly followed by dynamic coverage of issues at every level of the whole organization: individuals, groups, and the larger organization itself. DuBrin is known for blending examples throughout the discussion that show the real impact of theory on today's managers and organizations. PRINCIPLES OF LEADERSHIP, 7E, International Edition helps you understand leadership principles and hone your own leadership skills through a thoughtful balance of essential theory and real-world applications. The text provides a strong practical foundation by introducing leaders you can relate to and reinforcing your knowledge with frequent skill-building activities. Key updates include new opening vignettes and end-of-chapter cases, numerous additional skill-building exercises, and video discussion questions at the end of each chapter. An all-new CourseMate interactive study tool site features additional video content, premium quizzing, and links to both the Career Transitions job search tool and Cengage's KnowNOW blog, which is constantly updated and provides an intuitive view of current events. For undergraduate courses in Human Relations, Applied Psychology, Human Relations in the Workplace, Career Development; also appropriate for a course in Interpersonal Skills Training. Accomplished author and national speaker, Andrew J. DuBrin brings his expertise of Human Relations and Business Psychology to this edition. Focusing on today's work environment, the book takes a two-pronged approach that improves interpersonal skills by first presenting basic concepts and then by featuring a heavy component of skill development and self-assessment. This program will provide a better teaching and learning experience—for you and your students. Here's how: Relate Concepts to What's Happening Today, Personally and in the Workplace: Give students hands-on ways to develop practical human relations skills and stay involved in class. Reinforce Concepts and Build Skills: Proven pedagogy, exercise sets, and end—of-chapter material are all geared towards ensuring students grasp the concepts. Keep your Course Current and Relevant: New examples, research findings, and examples appear throughout the text. Twelve of the case openers and twenty-four cases are new. The full text downloaded to your computer With eBooks you can: search for key concepts, words and phrases make highlights and notes as you study share your notes with friends eBooks are downloaded to your computer and accessible either offline through the Bookshelf (available as a free download), available online and also via the iPad and Android apps. Upon purchase, you will receive via email the code and instructions on how to access this product. Time limit The eBooks products do not have an expiry date. You will continue to access your digital ebook products whilst you have your Bookshelf installed. Wanting to create a favorable impression with others is a basic part of human nature in both work and personal life. In this book, Andrew J. DuBrin skillfully provides a guide to the effective use of impression management based on scholarly research and theory, with particular attention to practical application. He highlights not only impressions that individuals make, but those made by entire organizations. Self-tests and questionnaires allow readers to pinpoint how they currently employ impression management techniques in their work lives. Each chapter includes a section on "Guidelines for Application and Skill Development" that provides real-world advice based on the theories and research outlined in the chapter. With this book, students will glean the best methods for creating positive, career-building impressions in current and future positions. Fundamentals of Organizational Behavior: An Applied Perspective, Second Edition examines the behavior of people in organizations. Topics covered range from political maneuvering in organizations (office politics) to the stresses facing people in managerial and professional positions. A conceptual framework for organizational behavior is presented, along with numerous case illustrations and examples from live organizational settings. This monograph consists of 14 chapters and opens with an introduction to organizational behavior and how it is influenced by principles of human behavior. The three main subareas or schools of management thought are discussed, together with the difference between
knowledge work and non-knowledge work; how research and theory contribute to an understanding of organizational behavior; and the distinction between structure and process. The following chapters explore how the meaning of work relates to work motivation, as well as the link between work motivation and job performance; behavioral aspects of decision making; stresses in managerial and professional life; and political maneuvering in organizations. Small group behavior, leadership styles, and interpersonal communications are also considered, along with intergroup conflict and organizational effectiveness. This book will be of interest to students, managers, and staff specialists, as well as behavioral scientists and management theorists. Wanting to create a favorable impression with others is a basic part of human nature in both work and personal life. In this book, Andrew J. DuBrin skillfully provides a guide to the effective use of impression management based on scholarly research and theory, with particular attention to practical application. He highlights not only impressions that individuals make, but those made by entire organizations. Self-tests and questionnaires allow readers to pinpoint how they currently employ impression management techniques in their work lives. Each chapter includes a section on "Guidelines for Application and Skill Development" that provides real-world advice based on the theories and research outlined in the chapter. With this book, students will glean the best methods for creating positive, career-building impressions in current and future positions. This comprehensive book describes how proactive behavior, driven by a proactive personality, contributes to individual and organizational productivity. A consolidation of available research on the nature of proactivity in the workplace, this book explores the relationship between proactive behavior and individual and organizational outcomes. This book will be of interest to students, managers, and staff specialists, as well as behavioral scientists and management theorists. The UN Convention on the Rights of Persons with Disabilities promotes ability equality, but this is not experienced in national laws. Australia, Canada, Ireland, the UK and the US all
have one thing in common: regulatory frameworks which treat workers with psychosocial disabilities less favorably than workers with either physical or sensory disabilities. Ableism at Work is a comprehensive and comparative legal, practical and theoretical analysis of workplace inequalities experienced by workers with psychosocial disabilities. Whether it be denying anti-discrimination protection to people with episodic disabilities, addictions or other psychological impairments, failing to make reasonable accommodations/adjustments for workers with psychosocial disabilities, or denying them workers’ compensation or occupational health and safety protections, regulatory interventions imbed inequalities. Ableism, sanism and prejudice are expressly stated in laws, reflected in judgments, and perpetuated by workplace practices and this book enables advocates, policy makers and lawmakers to understand the wider context in which systems discriminate workers with psychosocial disabilities.

Copyright code: 1d7fdc987ab2ebf3587b7820c8b0cccb6