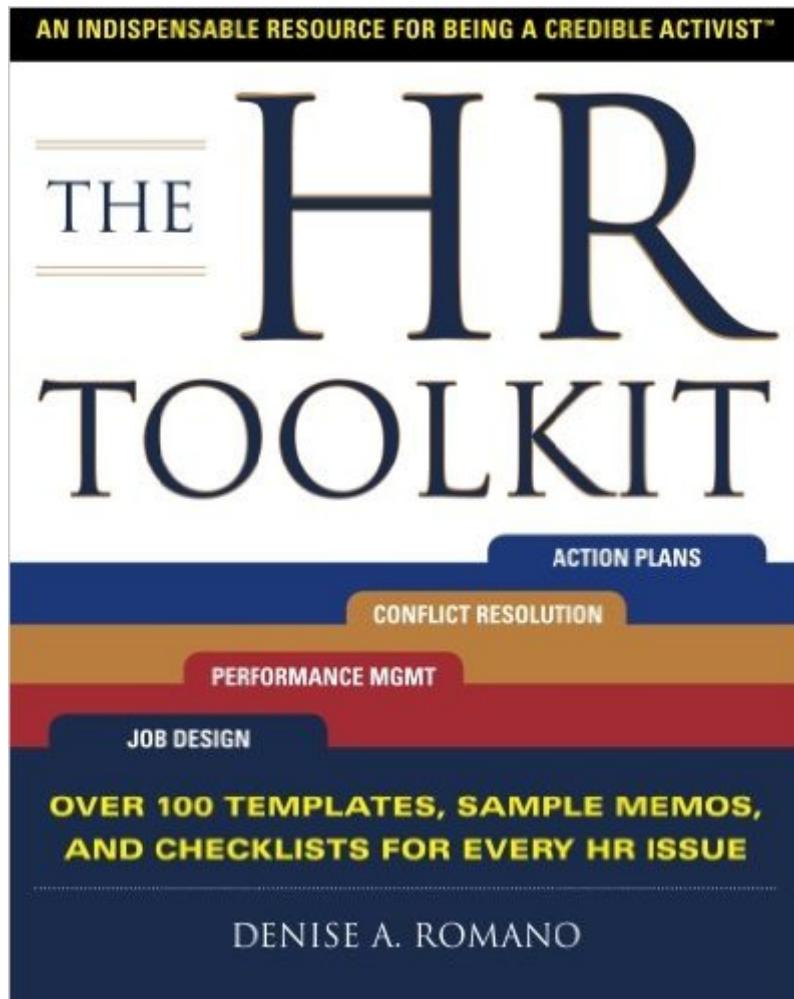


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The HR Toolkit: An Indispensable Resource For Being A Credible Activist



Synopsis

Resolve any HR issue in a snap! Solving office problems before they escalate marks the difference between success and failure for any HR professional. The HR Toolkit provides what you need to resolve every imaginable challenge • saving your company time and money. With a handy indexed listing of the most common workplace conflicts and solutions, The HR Toolkit offers simple, actionable techniques you can start using right away. In no time, you'll be an expert on every issue and situation you face, including: Conflict resolution Performance management Job design Employee selection Workplace culture Codes of ethics Medical leave Fair labor standards Workplace Violence and Bullying Competitive Corporate Governance The HR Toolkit packs everything you need into one handy volume to help you increase both productivity and your company's bottom line by solving problems with diplomacy and skill. Praise for The HR Toolkit "Dozens of sample memos, policies, training aids, exercises, checklists and more that readers can use immediately for a wide range of HR tasks. Author Denise A. Romano, an HR professional for more than 14 years, does more than offer sample documents and review laws relevant to HR. She urges HR professionals to be credible activists • who are willing • and well-trained enough • to point out when their companies are violating laws or just handling things improperly through inadvertent errors. She also addresses HR professionals' worries • including advising them on coping with workplaces that devalue HR. " •SHRM/HR Magazine

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Customer Reviews

THE HR TOOLKIT by Denise RomanoDenise Romano's THE HR TOOLKIT (McGraw

Hill-Professional) is both a call for a modern HR professional (the vanguard of a new wave of enlightened corporate activity) and a practical handbook for HR professionals. Too often, when HR is considered "fluff" by lawyers and other suits in organizations and companies flounder. Romano, who spent 14 years in HR and OD development, knows the importance of HR's knowledge and how companies flaunting the rules have paid not just with profitability lost but even. She also realizes how unwelcome HR can be, when it points out the risks of corporate behavior. Using Seinfeld's joke about the difference between regular people and lawyers, "who read the rules in the lid of the monopoly box," she explains how the information HR professionals have is powerful. But with it comes the obligation to politely but firmly set the line of the rule of law. In the HR Toolkit, she gives real life cases, from bullying in the workplace and, job discrimination, to threats to public safety or other malfeasance through a company's actions or avoidance of action. With over a hundred templates, sample memos and checklists, Romano explains how conflict resolution, action plans, and job design can be implemented. For experienced professionals, the book is an eye-opener for ways to assert HR prerogatives, including whistle blowing, with maximal effectiveness and minimal personal risk. And for the HR novice, she uses a variety of typical employee situations to demonstrate the art of pointing out policy to superiors with tact and credibility. One of my favorites is the new dad penalized for asking for leave he's entitled to, or a grandmother raising two kids, who is relieved of responsibility she preferred.

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