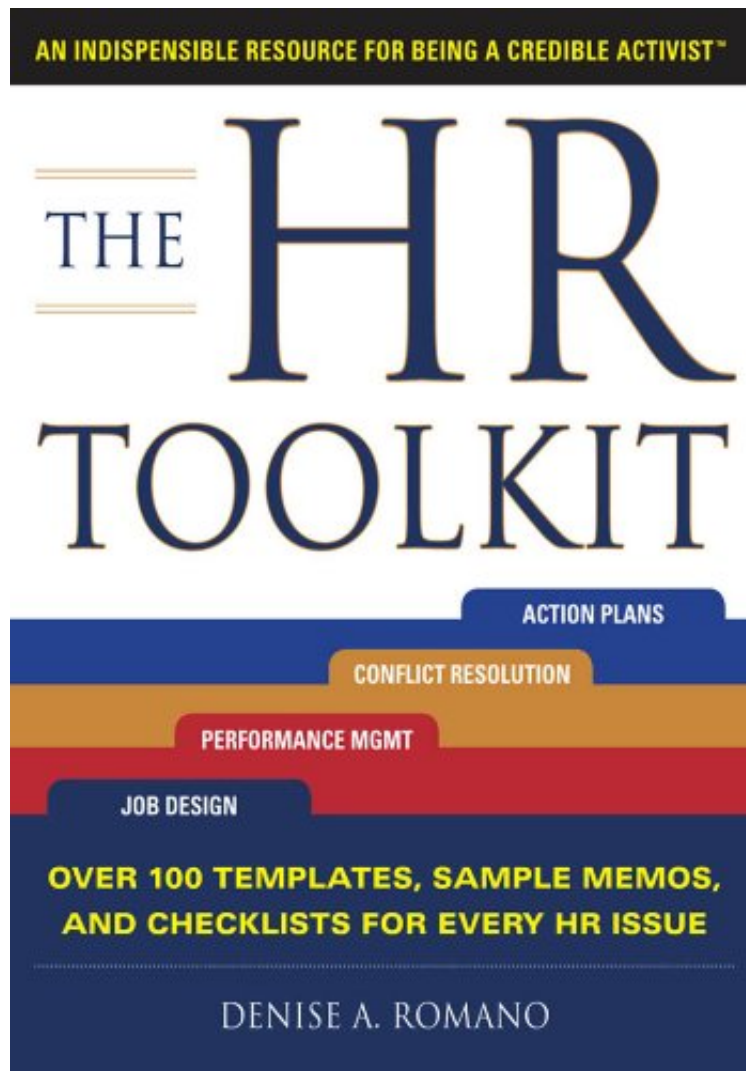


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The HR Toolkit: An Indispensable Resource for Being a Credible Activist (Business Skills and Development)

Denise Romano

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careful look into the necessary skills to become (or fine tune being) a credible activist, provides a collection of essential HR laws into one place, and gives the reader the needed tools to address a variety of HR issues. This book combines strategic and practical solutions for HR leaders, who encounter daily a multitude of personnel challenges. With topic descriptions, federal employment law overviews, and sample memos and checklists, its get-down-to-basics, hands-on approach makes it easy for the reader to understand the often complex and highly detailed process of human resources management. I highly recommend this book for both the novice and seasoned HR professional. 0 of 0 people found the following review helpful. Three Stars By Wonderful, Tanara W. Thank you for your expertise and information.

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

About the Author Denise A. Romano has more than 14 years of experience working in the Human Resources and Organizational Development (HR/OD) field in government, nonprofit, and for-profit companies, and she has built two different HR/OD departments from the ground up.