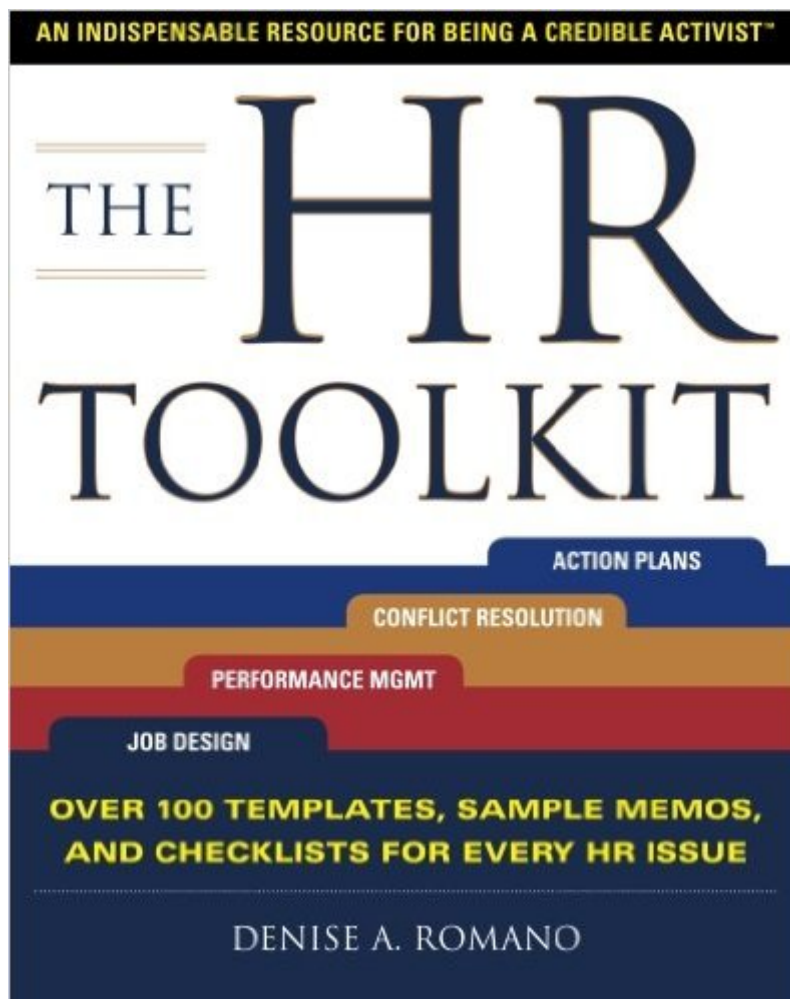


The book was found

# 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, youâ™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 companyâ™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 âœcredible activistsâ • who are willingâ •and well-trained enoughâ •to point out when their companies are violating laws or just handling things improperly through inadvertent errors. She also addresses HR professionalsâ™ worriesâ •including advising them on coping with workplaces that devalue HR. " â •SHRM/HR Magazine

## Book Information

Paperback: 352 pages

Publisher: McGraw-Hill Education; 1 edition (April 9, 2010)

Language: English

ISBN-10: 0071700811

ISBN-13: 978-0071700818

Product Dimensions: 7.3 x 0.8 x 9.2 inches

Shipping Weight: 1.6 pounds (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 starsÂ Â See all reviewsÂ (3 customer reviews)

Best Sellers Rank: #180,975 in Books (See Top 100 in Books) #42 inÂ Books > Law > Business > Labor & Employment #43 inÂ Books > Law > Specialties > Labor Law #641 inÂ Books > Business & Money > Human Resources > Human Resources & Personnel Management

## 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.

[Download to continue reading...](#)

The HR Toolkit: An Indispensable Resource for Being a Credible Activist  
Microsoft Log Parser Toolkit: A Complete Toolkit for Microsoft's Undocumented Log Analysis Tool  
Rodale's Ultimate Encyclopedia of Organic Gardening: The Indispensable Green Resource for Every Gardener  
Rats, Lice and History: Being a Study in Biography, Which, After Twelve Preliminary Chapters Indispensable for the Preparation of the Lay Reader, Deals With the Life History of Typhus Fever  
Rats, Lice and History; Being a Study in Biography, Which, After Twelve Preliminary Chapters Indispensable for the Preparation of the Lay Reader  
Lillian D. Wald: Progressive Activist (A Feminist Press Sourcebook)  
Feminism and Method: Ethnography, Discourse Analysis, and Activist Research  
From the Mines to the Streets: A Bolivian Activist's Life (William and Bettye Nowlin Series in Art, History, and Culture)  
The Revolution Starts at Home: Confronting Intimate Violence Within Activist Communities  
Becoming a Citizen Activist: Stories, Strategies, and Advice for Changing Our World  
All-In-One Care Planning Resource, 3e (All-In-One Care Planning Resource: Medical-Surgical, Pediatric, Maternity, & Psychiatric Nursing)  
All-in-One Nursing Care Planning Resource: Medical-Surgical, Pediatric, Maternity, and Psychiatric-Mental Health, 4e (All in One Care Planning

Resource) All-in-One Care Planning Resource: Medical-Surgical, Pediatric, Maternity, and Psychiatric Nursing Care Plans (All-In-One Care Planning Resource: Med-Surg, Peds, Maternity, & Psychiatric Nursing) 200 Beading Tips, Techniques & Trade Secrets: An Indispensable Compendium of Technical Know-How and Troubleshooting Tips (200 Tips, Techniques & Trade Secrets) Le Cordon Bleu's Complete Cooking Techniques: The Indispensable Reference Demonstrates Over 700 Illustrated Techniques with 2,000 Photos and 200 Recipe The Atkins Shopping Guide: Indispensable Tips and Guidelines for Successfully Stocking Your Low-carb Kitchen Building a Home Movie Studio and Getting Your Films Online: An Indispensable Guide to Producing Your Own Films and Exhibiting Them on Today's Hottest Source - The Internet 300 trucos, tecnicas y secretos de ganchillo/ 300 Crochet Tips, Techniques and Trade Secrets: Un compendio indispensable fe conocimientos y consejos ... (Tiempo Libre/ Leisure) (Spanish Edition) The HR Answer Book: An Indispensable Guide for Managers and Human Resources Professionals Indispensable Party (Sasha McCandless Legal Thriller Book 4)

[Dmca](#)