



This is an important book for anyone interested in the world of work. How is recruitment approached? How are pay and conditions decided upon? How is the progress of a career managed? What motivates people? What happens when things go wrong? What is the modern role of Trade Unions? What happens when a business expands, contracts, or is taken over? What steps need to be taken to avoid discrimination and make management choices fair? Some companies operate all over the world. How is this managed?

What about careers in HR?

● Tackle a difficult situation as an HR manager.

Quicklook at Human Resources

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Janet Tapsell brings over 30 years' experience to her current work as a consultant in Human Resources. Working at a major lubricants company, she covered a number of roles, including job evaluation, remuneration, employee relations and resourcing/recruitment.



As Personnel Director of a large subsidiary operating internationally, Janet managed senior recruitment, significant procedural change and a big reduction in staff levels.

As a consultant, Janet has advised a range of organisations, including NHS trusts and a charity.

Every **Quicklook** book explains the basics of a big subject in a read of not more than 90 minutes – even for readers with no prior knowledge.

The books are of general interest but should be particularly useful to those entering the world of work.