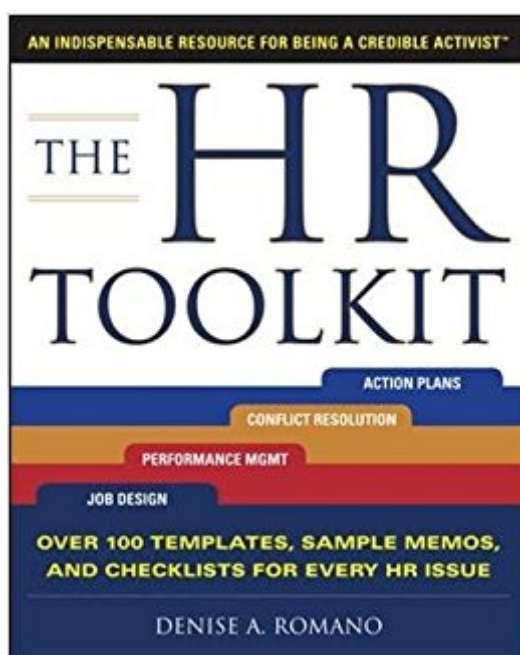


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# The HR Toolkit: An Indispensable Resource For Being A Credible Activist (Business Skills And Development)



## 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. " âœSHRM/HR Magazine

## Book Information

Series: Business Skills and Development

Paperback: 352 pages

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

Language: English

ISBN-10: 0071700811

ISBN-13: 978-0071700818

Product Dimensions: 7.4 x 0.7 x 9.2 inches

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

Average Customer Review: 4.4 out of 5 stars 9 customer reviews

Best Sellers Rank: #161,889 in Books (See Top 100 in Books) #46 inÂ Books > Law > Specialties > Labor Law #46 inÂ Books > Law > Business > Labor & Employment #331 inÂ Books > Business & Money > Management & Leadership > Training

## Customer Reviews

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.

Excellent text for the HR professional It is providing a lot of help to me as an HR Consultant

Denise Romano's *The HR toolkit* delivers all that it promises...and then some. This insightful and invaluable resource for HR professionals offers a 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.

Thank you for your expertise and information.

This is a handy little book to have on the office shelf.

Great item. No problems.

Great book. Very informative.

THE HR TOOLKIT by Denise Romano Denise 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. I especially liked her look at humor that heals or hurts. Laughing with others, as opposed to laughing at people, feelings or issues, sums up much of the evil repartee of the workplace--the subtle backstabbing at watercoolers. But the heart of this book is about more than casual workplace cruelty. Romano's advice is especially valuable for the troubled HR people, who wring their hands in private for fear of losing their jobs. For the ethical HR professional who might feel like Cassandra, Romano offers the grounded role of credible professional. She shows how to guard your back, while bravely soldiering on in complete knowledge. Her modern professional is committed to change in a job too often seen as a corporate flunky. Emotional intelligence is a powerful HR tool that can be wielded to implement codes of ethics, fair labor standards, eliminate workplace violence, and create a dynamic workplace culture. I suggest this book to modern HR professionals and their colleagues, who will certainly experience a jolt of recognition. Romano's techniques are calculated to give HR back the credibility too often denied in corporate culture. And, in the process nudge business toward the enlightened more profitable workplace we all desire. Susan Weinstein

fast and in time.. Everything with this product is perfect. i think it is very good , fine. with the best service .

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