



SHRM

Translation RIGHTS GUIDE

2020

Bestsellers, Front List, & Available Back List

Welcome to SHRM Books!

SHRM, the **Society for Human Resource Management**, creates better workplaces where employers and employees thrive together. As the voice of all things work, workers, and the workplace, SHRM is the foremost expert, convener, and thought leader on issues impacting today's evolving workplaces. With 300,000+ human resource (HR) and business executive members in 165 countries, SHRM impacts the lives of more than 115 million workers and families globally.

SHRM Books develops and publishes new titles on topics covering the full range of core HR issues, including talent management, employment law, and technology, and takes a practical approach to timely workplace issues, such as preventing harassment, avoiding burnout, and resolving conflict. Its mission is to inspire, inform, and educate HR professionals and people managers around the world with practical guidelines, thought leadership, and proven solutions for All Things Work.



3 **NEW** for 2020

4 Essentials for Everyday HR

HR professionals, whether they are a department of one or a multi-team-member function, play vital roles in today's workplace. Human resource management involves the growth and prosperity not only of the organization but also of individual employees. These resources will help HR professionals, rookie and professional alike, sharpen their skills to find, train, develop, and retain the best employees. But today's HR professionals have many other important roles as well, including knowledge of benefits, compensation, ethics, labor relations, diversity, employee relations, and people management, among others. Look no further than these go-to essentials that every HR professional and people manager needs.

6 HR Careers & SHRM Competencies

In 2011, SHRM began a program of research involving thousands of HR professionals to identify the critical competencies needed for success as an HR professional. This research led to the development of the SHRM Competency Model, which defines eight key behavioral competencies (Ethical Practice, Leadership & Navigation, Business Acumen, Relationship Management, Communication, Consultation, Critical Evaluation and Global & Cultural Effectiveness) and one technical competency (HR Expertise). The SHRM Competency Model provides HR professionals with a comprehensive roadmap for developing the capabilities they need to advance their careers and improve their effectiveness in the workplace. The resources in this section highlight the SHRM competencies as well as other essentials critical to a successful career in HR.

8 Talent Management

Today's organizations know that to succeed and position themselves for growth, they need to find and keep the best talent. *Talent management* is a system of integrated HR processes for attracting, developing, engaging and retaining employees who have the knowledge, skills, abilities and other characteristics (KSAOs) to meet current and future business needs. Learn the best tips and tools for attracting and keeping the best employees with these resources.

10 Leadership & Management

Leadership is the ability to influence, guide, inspire, or motivate a group or person to achieve their goals. Effective leadership is essential for organizations to succeed. The ability to support and help management- and executive-level employees develop the knowledge, skills, abilities, and other characteristics (KSAOs) related to leadership and management has become an important role of HR and talent management professionals. These resources will help such professionals develop their organizations' leaders in ways that will position their companies for maximum performance and success.

12 HR Technologies & Analytics

Savvy HR professionals know that mastering HR technologies and analytics will set them and their organizations apart from the competition. Learn how with these straightforward, easy-to-use resources, tools, and guides from thought leaders and practitioners in the field.





MARIE CARASCO & WILLIAM J. ROTHWELL

The Essential HR Guide for Small Businesses and Startups



Best Practices, Tools, Examples, and Online Resources

Featuring ready-to-use tools, examples, and other resources, *The Essential HR Guide* is the perfect desk reference for small businesses and startups without the financial resources to invest in a fully-staffed HR department. From workplace performance gurus Carasco and Rothwell, this guide teaches the nuts and bolts of HR essentials, including how to develop policies and best practices, manage and measure performance, and drive engagement, and also provides an overview of legal obligations, risk assessment, and training.

ISBN: 9781586445898 | (February 2020) 6" x 9", 202 pages

Audience: Small business & startups, HR & personnel management professionals, managers, talent & business leaders | Price: \$29.99



JIM BITTERLE

Unquittable



Finding and Keeping Great Talent

Unquittable presents a from-the-trenches guide to the most effective tools, strategies, and processes for attracting, developing, and retaining talent in organizations. Based on the author's work helping hundreds of companies become more talent minded, the hard-won techniques outlined in this book can be adapted for organizations of any size and deliver impressive bottom-line savings with relatively little up-front investment.

ISBN: 9781586446598 | (March 2020) 6" x 9", 292 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$34.99



STEVE BROWNE

HR Rising!!



From Ownership to Leadership

A much-anticipated follow-up to the SHRM bestseller *HR on Purpose!!*, HR thought leader and popular blogger Steve Browne delivers fresh insights for fostering collaboration, building relationships, and building trust in the workplace. His practical advice for HR professionals will help them harness their powerful influence to lead their careers and their organizations through the new decade and beyond.

ISBN: 9781586446444 | (June 2020) 6" x 9", 192 pages

Audience: HR, personnel, & talent management professionals, career counselors, business leaders | Price: \$29.99



RAYMOND LEE

Change Is Good



A Stress-Free Guide to Career Transitions

Many would argue that change is difficult, stressful, and scary. That is precisely why Raymond Lee founded CareerMinds, a holistic outplacement provider. He believes that not only is change good but that it is possible to take the stress out of career transitions at any level! In this powerful new book, he gives readers a fresh way to think about their careers and practical advice to consolidate individual power for meaningful changes and assess choices to make successful transitions. Ten fascinating stories bring to life the key components of effective career transition—choice, mindset, agility, and trust—and highlight how they interplay during a career change.

ISBN: 9781586446543 | (June 2020) 6" x 9", 192 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$29.99



ADAM ROSENTHAL

A People Manager's Guide to HR



Managing Without Fear

Managing people can be fraught with challenges and pitfalls when it comes to human resource management issues. Wouldn't it be great to have a noted employment expert in your corner as guide and coach? Now you can. From making sense of the pre-hiring process and disciplining employees to creating harassment-free workplaces and combatting implicit bias, longtime employment lawyer Adam Rosenthal offer managers a comprehensive and practical guide for building a positive, productive, and legally compliant work culture.

ISBN: 9781586446499 | (October 2020) 6" x 9", 322 pages

Audience: People managers, HR & talent management professionals, business leaders | Price: \$34.99

ALEX ALONSO

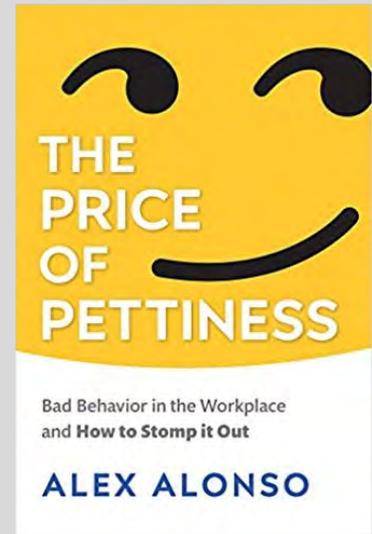
The Price of Pettiness

Bad Behavior in the Workplace and How to Stomp It Out

Beyond the usual everyday annoyances and exasperations experienced in the workplace, pettiness limits careers and opportunities on a broad scale and sometimes crosses the line into unquestionably criminal behavior. Based on new SHRM research, this groundbreaking book examines the seemingly limitless depths of workplace pettiness—as well as the remarkable heights of creativity it seems to inspire in people—and delivers proven tools anyone can use to spot pettiness and deal with it directly.

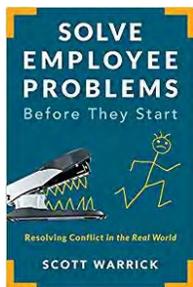
In addition to revealing the root cause of pettiness and what can be done to eliminate it, Dr. Alonso also offers insights into the personal and organizational costs associated with petty behavior and shows how HR can be its most fierce adversary.

But perhaps best of all, he shares some of the most incredible true stories about petty behavior in the workplace you'll ever read.



ISBN: 9781586446192 | (June 2019) 6" x 9", 176 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



SCOTT WARRICK

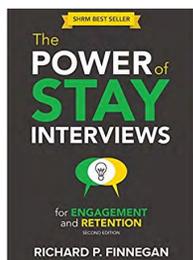
Solve Employee Problems Before They Start

Resolving Conflict in the Real World

With compassion, clarity, and conviction (and a dash of comedy for good measure), popular speaker and employment law attorney Scott Warrick distills conflict resolution to just three simple moves: Empathic Listening, Parroting, and Rewards (EPR). Because no one can use their EPR skills unless they can control themselves, he shows HR professionals step-by-step how to become emotionally intelligent communicators with the mental toughness critical in resolving conflict.

ISBN: 9781586446291 | (June 2019) 6" x 9", 226 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$27.99



RICHARD P. FINNEGAN

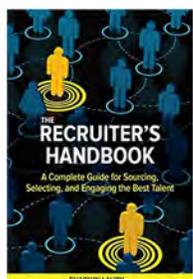
The Power of Stay Interviews for Engagement and Retention, 2nd Edition



The perennial problem in organizations is this: How can you keep your best employees? Retention expert Richard Finnegan proposes a proven and proactive approach—the Stay Interview—as an easy-to-use tool to uncover, anticipate, and resolve issues and concerns before top talent leave. One of SHRM's all-time bestselling books, *The Power of Stay Interviews* is now revised and updated to reflect generations at work, including millennials and older workers, brand-new Stay Interview questions, and introduces "Finnegan's Arrow"—a potent business-driven strategy for retaining your best employees.

ISBN: 9781586445126 | (June 2018) 6" x 9", 128 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$29.99



SHARLYN LAUBY

The Recruiter's Handbook

A Complete Guide for Sourcing, Selecting, and Engaging the Best Talent

This is the ultimate guide to the recruiting process—from employer branding and the candidate experience to recruitment ethics and the changing legal landscape, from social media sourcing and reference checking to onboarding and succession planning. With insights, tips, and tools from dozens of recruiting experts and real-world case studies, this toolkit will not only shorten learning curves and avoid legal pitfalls, but also build trust in new-hire relationships. It comes complete with tools and templates to ensure success, as well as best practice guidance from human resources, recruiting, and business professionals to make HR professionals' jobs easier.

ISBN: 9781586444655 | (April 2018) 6" x 9", 288 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$29.99

STEVE BROWNE

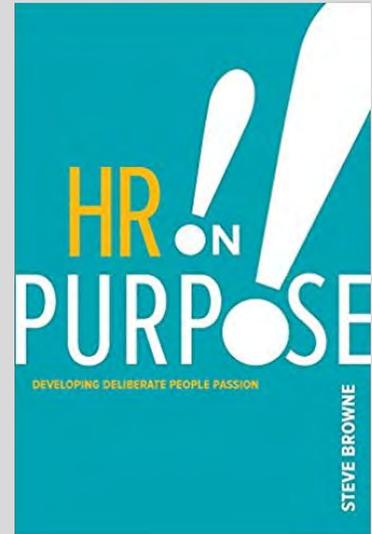
HR on Purpose

Developing Deliberate People Passion

HR thought leader and popular "Everyday People" blogger Steve Browne takes a fresh look at HR through an engaging assortment of real-life examples, insights, and epiphanies and encourages practitioners to drop the preconceptions of what HR should be and instead look to what HR could be. Whether expert or new to human resource management, readers will rekindle their passion for a field that is vibrant and vital and touches the lives of everyone they encounter with *HR on Purpose*!

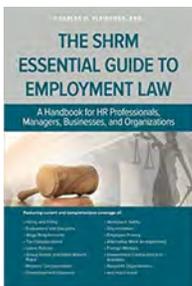
With humor and enthusiasm, coupled with more than 30 years of experience in HR management, Browne delivers powerful and practical strategies for developing talent in any organization. He helps HR professionals understand what capabilities are needed to be successful now and into the future and does so in a manner that leaves them excited, inspired, and ready to take action.

No matter where readers are in their HR careers, Browne offers a fresh perspective and a challenge to collectively improve the HR craft. This all-time bestselling volume is also a potent mentoring tool and a constant reminder of the importance of HR in organizations.



ISBN: 9781586444259 | (November 2017) 6" x 9", 152 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



CHARLES H. FLEISCHER

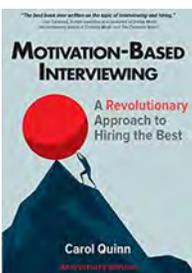
The SHRM Essential Guide to Employment Law

A Handbook for HR Professionals, Managers, Businesses, and Organizations

This "One-Stop Legal Reference to Employment Law" delivers simple, straightforward language on everything HR professionals, employers, and small business owners need to know about their relationship with their employees in order to comply with the law and protect themselves and their business from legal action. Covering more than 200 workplace law topics, it includes an overview of U.S. workplace laws, regulations, and court decisions that employers, large or small, are likely to face, as well as what pitfalls to anticipate and when to seek professional advice.

ISBN: 9781586444709 | (April 2018) 6" x 9", 516 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$34.99



CAROL QUINN

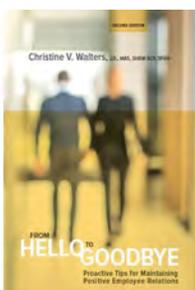
Motivation-Based Interviewing

A Revolutionary Approach to Hiring the Best

Before you can hire a high performer, you have to correctly identify a high performer, and to do that you have to ask effective interview questions...and know how to evaluate the answers. Hiring the best requires more than just assessing a candidate's skill. Interviewers must also determine the candidate's attitude toward overcoming obstacles and how passionate they are about achieving the organization's goals—both proven predictors of future success. Hiring expert Carol Quinn provides a revolutionary guide for accurately and reliably assessing skill, attitude, and passion, so HR professionals can expose the incremental differences that separate the pretenders from the genuine high performers.

ISBN: 9781586445478 | (July 2018) 6" x 9", 224 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



CHRISTINE V. WALTERS

From Hello to Goodbye, 2nd Edition

Proactive Tips for Maintaining Positive Employee Relations

From Hello to Goodbye is the HR professional's complete guide to understanding the various ways business relationships end, managing disability and leave issues, properly classifying workers, maintaining an inclusive workplace, increasing retention, and avoiding litigation. The second edition has been updated to reflect new research and best practices in addition to recent legal and regulatory compliance complexities. Christine V. Walters is an attorney with 25 years of combined experience in HR administration, management, employment law practice, and teaching.

ISBN: 9781586444471 | (November 2017) 6" x 9", 162 pages

Audience: HR & talent development professionals, managers, leaders | Price: \$24.99

KRIS DUNN

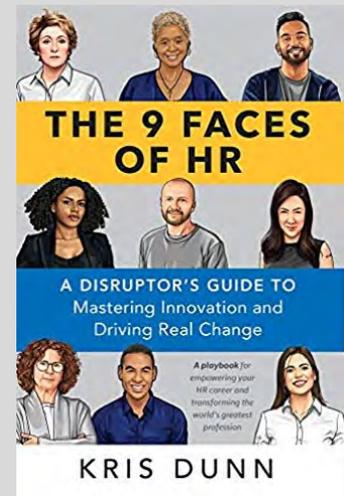
The 9 Faces of HR

A Disruptor's Guide to Mastering Innovation and Driving Real Change

Popular blogger and chief human resource officer Kris Dunn presents a hard but compelling reality: Every HR professional on the planet can be classified as one of 9 “Faces” based on their career level and their ability to innovate and drive change.

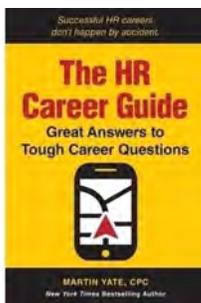
This book's behavioral assessment helps readers quickly identify their own “HR Face” and then reveals career tracks, behavioral markers, return-on-investment, macro-trends driving behavior, and market demand for each face.

So whether readers are solo HR pros trying to make their way in the world, HR leaders trying to build a cohesive HR team, or something in between, this is the go-to playbook to empower their HR career and elevate the profession.



ISBN: 9781586445737 | (June 2019) 6" x 9", 224 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



MARTIN YATE

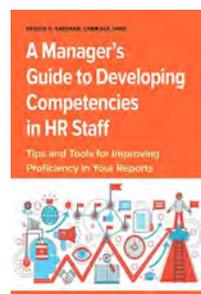
The HR Career Guide

Great Answers to Tough Career Questions

Featuring scores of proven career strategies and tactics from SHRM's popular Q&A columnist and *New York Times* bestselling author Martin Yate, *The HR Career Guide* is packed with practical, honest, real-world guidance for successfully navigating the challenges commonly faced throughout the complete career cycle, including: Starting your HR career, résumés, interviews, networking, job searches, job stability, leadership, promotions & transfers, job change, and career change.

ISBN: 9781586444761 | (April 2018) 6" x 9", 196 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



PHYLLIS G. HARTMAN

A Manager's Guide to Developing Competencies in HR Staff

Tips and Tools for Improving Proficiency in Your Reports

Workplace leaders need to have people who can do the job today—and who are also prepared to step up when things change tomorrow. That's why it's so important that HR executives, managers, and small business executives understand how to develop employee proficiency in the core HR competencies. Loaded with tips, techniques, assessment tools, and real-life stories of management successes, this guide delivers the practical how-tos and includes activities HR managers can use to develop their own competencies as well as charts and forms to help make the process of developing HR staff a little easier.

ISBN: 9781586444365 | (January 2018) 6" x 9", 160 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



DEBRA J. COHEN

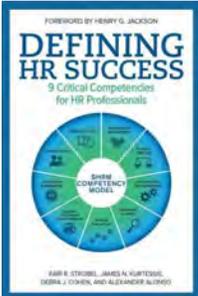
Developing Proficiency in HR

7 Self-Directed Activities for HR Professionals

This pragmatic and easy-to-follow roadmap shows HR professionals how to develop the HR competencies and behaviors necessary for success in today's workplace. Filled with practical exercises and worksheets, it is designed to transform passive learners into active learners who build competencies at their own pace and based on their own needs. Includes guidance on how to approach personal development in day-to-day activities rather than in a formal course setting with powerful self-directed activities, such as role play, observation, and networking with a purpose.

ISBN: 9781586444167 | (April 2017) 6" x 9", 232 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$29.95



KARI R. STROBEL, JAMES N. KURTESSIS, DEBRA J. COHEN, & ALEXANDER ALONSO

Defining HR Success

9 Critical Competencies for HR Professionals

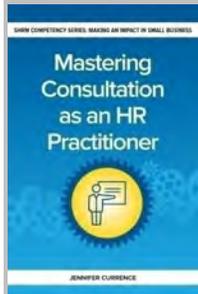
High-quality HR practitioners have advanced skill sets in the critical competencies needed to address the most pressing talent issues of today and to deliver HR strategy that enables businesses to evolve in the future. They are also expected to be key business partners for the growth of the organization. This must-have resource provides an in-depth review and application of the nine critical HR competencies practitioners need to succeed and lead their organizations: HR knowledge, business acumen, communication, consultation, critical evaluation, ethical practice, global and cultural effectiveness, leadership and navigation, and relationship management.

ISBN: 9781586443825 | (October 2015) 6" x 9", 208 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$32.95

SHRM COMPETENCY SERIES: Making an Impact in Small Business

In clear language that gets right to the heart of the subject, this series is a lifeline that provides practical solutions for the trials of small business HR professionals. HR departments of one are remarkably diverse in their experiences and roles. This series takes that into account and is written to provide strategies and insights for beginner practitioners and seasoned professionals alike, across an array of industries.



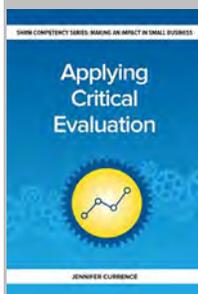
JENNIFER CURRENCE

Mastering Consultation as an HR Practitioner

HR professionals are on the front lines for changing the way the world works. And taking a consultative approach to developing strategic guidance for key decision-makers can enable HR professionals to add value to their organizations and contribute meaningfully toward driving change. This book, another in SHRM's Making an Impact in Small Business series, is the ultimate HR practitioner's guide to thinking like a consultant. It covers guidelines and best practices for building and applying consultative skills and features practical case studies, worksheets, and tools for defining customer needs, gathering the right data, avoiding common obstacles, building a framework for change, and developing new HR solutions.

ISBN: 9781586445027 | (June 2018) 6" x 9", 104 pages

Audience: HR, personnel, & talent management professionals, managers, small business executives | Price: \$24.99



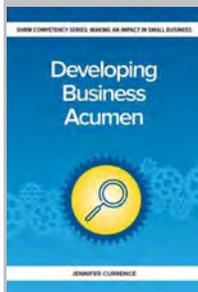
JENNIFER CURRENCE

Applying Critical Evaluation

Part of SHRM's Making an Impact in Small Business series, this book draws from existing thought leadership and real-life examples to provide ready-to-use recommendations HR professionals can incorporate in nearly every aspect of the job—from selecting a human resources information system (HRIS) and identifying training programs to developing an onboarding process and proposing organizational restructuring. Written especially for HR professionals in small businesses and HR departments of one, it highlights best practices for interpreting and promoting findings to better inform business decisions and provides ready-to-use tools, worksheets, case studies, and assessments.

ISBN: 9781586444426 | (November 2017) 6" x 9", 128 pages

Audience: HR, personnel, & talent management professionals, managers, small business executives | Price: \$24.99



JENNIFER CURRENCE

Developing Business Acumen

The small business HR professional has a unique work environment. For one, HR departments in small businesses are typically quite small, often with only one or two employees. Because of this, they are usually expected to be generalists able to answer all HR-related questions and specialists in those same areas. With so much responsibility, how do small business HR practitioners have time to focus on their own professional development? This book, part of SHRM's Making an Impact in Small Business series, will jumpstart your business acumen so you can become a more effective business partner.

ISBN: 9781586444143 | (January 2017) 6" x 9", 100 pages

Audience: HR, personnel, & talent management professionals, managers, small business executives | Price: \$24.95



ROB & TERRI BOGUE

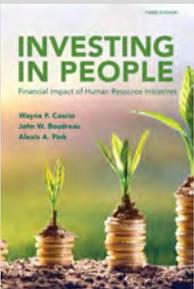
Extinguish Burnout

A Practical Guide to Prevention and Recovery

Who hasn't suffered at one time or another from exhaustion, cynicism, and a lack of effectiveness? Combine them over time and you're flirting with disaster of catastrophic magnitude—burnout. Based on extensive research and full of real-world stories and examples, workplace culture experts Rob and Terri Bogue take a deep dive into the signs, sources, and solutions of burnout and deliver an essential resource that helps anyone identify, prevent, and recover from burnout and embark on the journey to thriving.

ISBN: 9781586446345 | (June 2019) 6" x 9", 224 pages

Audience: Personal success, self-help, managers, talent management professionals | Price: \$25.99



WAYNE F. CASCIO, JOHN W. BOUDREAU, & ALEXIS A. FINK

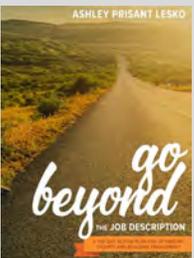
Investing in People

Financial Impact of Human Resource Initiatives, *Third Edition*

Investing in People draws upon state-of-the-art practice and research across disciplines including psychology, economics, accounting, and finance to provide HR professionals and leaders with proven guidelines for evaluating key HR initiatives. It is based on a comprehensive framework that clarifies and supports strategic linkages between investments in human capital and important outcomes that senior leaders most care about, such as talent acquisition, engagement, customer service, and higher financial returns.

ISBN: 9781586446093 | (June 2019) 6" x 9", 464 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$34.99



ASHLEY PRISANT LESKO

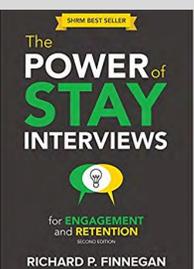
Go Beyond the Job Description

A 100-Day Action Plan for Optimizing Talents and Building Engagement

This must-read for HR professionals and leaders alike offers a step-by-step process for increasing productivity, motivation, and engagement with a 100-day action plan to optimize employee skills, talents, and contributions at work. Its insights provide detailed and methodical guidelines for any HR professional or business manager looking to build sustainable engagement—especially those with limited time and funds. It comes complete with assessments, development plans, strategic transition plans, and all the resources and tools needed for success!

ISBN: 9781586445171 | (July 2018) 7" x 10", 224 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$27.99



RICHARD P. FINNEGAN

The Power of Stay Interviews for Engagement and Retention, *2nd Edition*

BEST
SELLER

The perennial problem in organizations is this: How can you keep your best employees? Retention expert Richard Finnegan proposes a proven and proactive approach—the Stay Interview—as an easy-to-use tool to uncover, anticipate, and resolve issues and concerns before top talent leave. One of SHRM's all-time bestselling books, *The Power of Stay Interviews* is now revised and updated to reflect generations at work, including millennials and older workers, brand-new Stay Interview questions, and introduces "Finnegan's Arrow"—a potent business-driven strategy for retaining your best employees.

ISBN: 9781586445126 | (June 2018) 6" x 9", 128 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$29.99



CAROL QUINN

Motivation-Based Interviewing

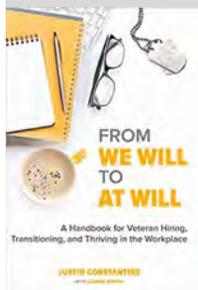
A Revolutionary Approach to Hiring the Best

Before you can hire a high performer, you have to correctly identify a high performer, and to do that you have to ask effective interview questions...and know how to evaluate the answers. Hiring the best requires more than just assessing a candidate's skill. Interviewers must also determine the candidate's attitude toward overcoming obstacles and how passionate they are about achieving the organization's goals—both proven predictors of future success. Hiring expert Carol Quinn provides a revolutionary guide for accurately and reliably assessing skill, attitude, and passion, so HR professionals can expose the incremental differences that separate the pretenders from the genuine high performers.

ISBN: 9781586445478 | (July 2018) 6" x 9", 224 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99





JUSTIN CONSTANTINE

From We Will to At Will

A Handbook for Veteran Hiring, Transitioning, and Thriving in the Workplace

Much has been written, studied, and researched about the challenges of employing veterans, bridging the divide between the “We Will” environment of the military and the “At Will” reality of the private sector can be daunting. With expert recommendations and insights, real-world case studies, and state-of-the-art resources and tools, this complete guide to veteran hiring demystifies the culture and mindset of today’s veterans, presents the business case for hiring veterans, shows how to manage the hiring process, and provides a clear roadmap to navigate the path from veteran-friendly to veteran-ready.

ISBN: 9781586445072 | (June 2018) 6” x 9”, 288 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



TIM SACKETT

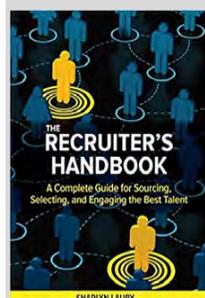
The Talent Fix

A Leader's Guide to Recruiting Great Talent

Corporate talent acquisition has been failing for decades, but it doesn't have to. There are simple fixes, organizational designs, and technology that can turn around an organization's ability to recruit almost overnight. Here, HR executive Tim Sackett uses his 20 years of experience working with *Fortune* 500 companies to deliver real-world examples and stories about how innovative organizations and top talent acquisition leaders are successfully recruiting today. *The Talent Fix* presents a proven, practical, and scalable recruiting model for talent acquisition professionals and shows how organizations can build and sustain a great talent acquisition function.

ISBN: 9781586445225 | (April 2018) 6” x 9”, 192 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



SHARLYN LAUBY

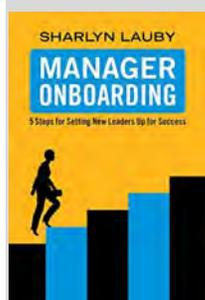
The Recruiter's Handbook

A Complete Guide for Sourcing, Selecting, and Engaging the Best Talent

This is the ultimate guide to the recruiting process—from employer branding and the candidate experience to recruitment ethics and the changing legal landscape, from social media sourcing and reference checking to onboarding and succession planning. With insights, tips, and tools from dozens of recruiting experts and real-world case studies, this toolkit will not only shorten learning curves and avoid legal pitfalls, but also build trust in new-hire relationships. It delivers best-practice tools and templates that make HR work easier from top HR, recruiting, and business professionals in the field.

ISBN: 9781586444655 | (April 2018) 6” x 9”, 288 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$29.99



SHARLYN LAUBY

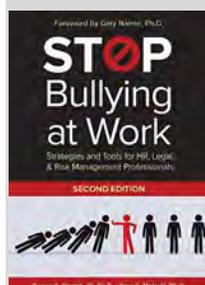
Manager Onboarding

5 Steps for Setting New Leaders Up for Success

We expect a lot of managers—they must train and develop their employees, coach and mentor them for exceptional performance, and engage and inspire them—all while continuing to perform their regular duties. Isn't it time that organizations give new managers the same foundation for success that they give to new-hire employees? This book is for HR and business leaders seeking a roadmap for designing a manager onboarding program. It touches on theory, with a whole lot of practical knowledge and stories about how companies' onboarding programs work—both for new employees and new managers.

ISBN: 9781586444075 | (December 2016) 6” x 9”, 265 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$39.95



TERESA A. DANIEL & GARY S. METCALF

Stop Bullying at Work

Strategies and Tools for HR, Legal, & Risk Management Professionals, Second Edition

Workplace bullying poisons organizations by undermining employee motivation, eroding loyalty, and ultimately destroying trust at all levels. Bullying affects not only the targets of the abuse but also co-workers who cannot understand why senior leaders tolerate such bad behavior, or, worse yet, personally engage in its use. Bullying is simply bad management and represents a serious risk to organizational success. This guide helps HR professionals, legal professionals, and business managers understand what does and does not constitute bullying in the workplace and delivers strategies and tools to eliminate it for good.

ISBN: 9781586443856 | (July 2016) 7” x 9”, 197 pages

Audience: Human resource, personnel management, & legal professionals, managers, talent & business leaders | Price: \$44.95

WILLIAM L. SPARKS

Actualized Leadership

Meeting Your Shadow and Maximizing Your Potential

Based on the works of Abraham Maslow, David McClelland, Carl Jung, and Carl Rogers, this groundbreaking book shows how actualized leaders think, feel, and manage differently. It provides practical steps and strategies for developing a more actualized approach to leadership.

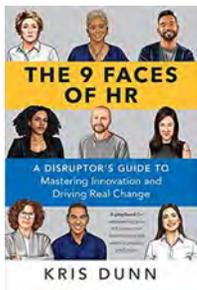
In this innovative book, author, professor, and business leadership consultant William Sparks has created the first research-based guide to operationalizing Abraham Maslow's highly influential theory on human motivation for leaders. He cites nine thinking, feeling, and acting traits common to self-actualized leaders and gives readers an opportunity to develop these traits in themselves as they work through the free "Actualized Leader Profile" assessment.

Sparks includes interviews with some of today's most respected business leaders from Bank of America, Novant Healthcare, Ally Financial, and other highly successful companies to show the strategies in action. Want to know more about Sparks and his work? Check out his TEDx Talk about the power of self-awareness for a taste of his research and practical application principles.



ISBN: 9781586445683 | (June 2019) 6" x 9", 224 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$25.99



KRIS DUNN

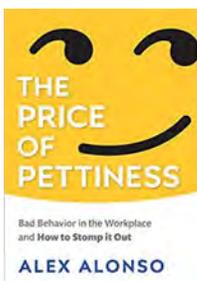
The 9 Faces of HR

A Disruptor's Guide to Mastering Innovation and Driving Real Change

Popular blogger and chief human resource officer Kris Dunn presents a hard but compelling reality: Every HR professional on the planet can be classified as one of 9 "Faces" based on their career level and their ability to innovate and drive change. This book's behavioral assessment helps readers quickly identify their own "HR Face" and then reveals career tracks, behavioral markers, ROI, macro-trends driving behavior, and market demand for each face.

ISBN: 9781586445737 | (June 2019) 6" x 9", 224 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



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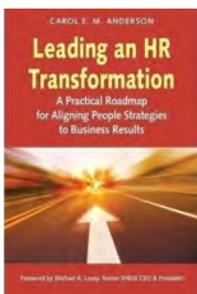
The Price of Pettiness

Bad Behavior in the Workplace and How to Stomp It Out

Beyond the usual everyday annoyances and exasperations experienced in the workplace, pettiness limits careers and opportunities on a broad scale and sometimes crosses the line into unquestionably criminal behavior. Based on new SHRM research, this groundbreaking book examines the seemingly limitless depths of workplace pettiness—as well as the remarkable heights of creativity it seems to inspire in people—and delivers proven tools anyone can use to spot pettiness and deal with it directly.

ISBN: 9781586446192 | (June 2019) 6" x 9", 176 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



CAROL E. M. ANDERSON

Leading an HR Transformation

A Practical Roadmap for Aligning People Strategies to Business Results

HR managers often struggle with having to prove their worth to their organization's bottom line. But by breaking down organizational silos and using a proven process to generate and foster collective thinking, HR can shift the paradigm from developing—and defending—programs, policies, and processes to actually improving the performance and productivity of the workforce. Talent development executive Carol Anderson presents a compelling process for HR leaders to start using the skills, competencies, and attributes of the HR team in a systematic and holistic way.

ISBN: 9781586444860 | (April 2018) 6" x 9", 240 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$29.99

TIM SACKETT

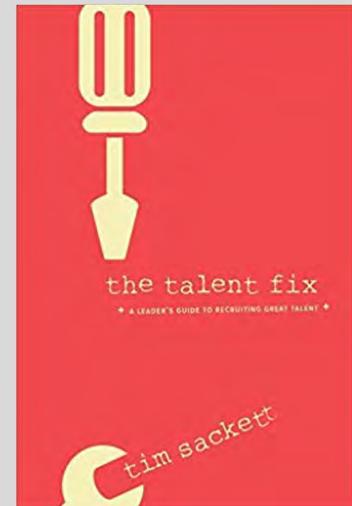
The Talent Fix

A Leader's Guide to Recruiting Great Talent

Corporate talent acquisition has been failing for decades, but it doesn't have to. There are simple fixes, organizational designs, and technology that can turn around the success of an organization's ability to recruit almost overnight.

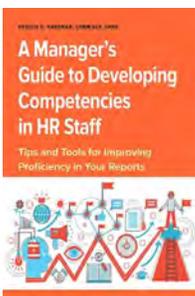
Here, HR executive Tim Sackett uses his 20 years of experience working with *Fortune* 500 companies to deliver real-world examples and stories about how innovative organizations and top talent acquisition leaders are successfully recruiting today.

The Talent Fix presents a proven, practical, and scalable recruiting model for talent acquisition leaders and practitioners and shows how organizations can build and sustain a great talent acquisition function. Learn how anyone can hone their recruiting skills and be empowered to get more done, work smarter, and fill positions with great candidates.



ISBN: 9781586445225 | (April 2018) 6" x 9", 192 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



PHYLLIS G. HARTMAN

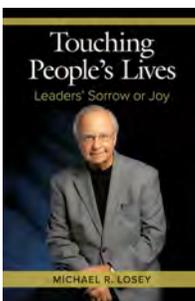
A Manager's Guide to Developing Competencies in HR Staff

Tips and Tools for Improving Proficiency in Your Reports

Workplace leaders need to have people who can do the job today—and who are also prepared to step up when things change tomorrow. That's why it's so important that HR executives, managers, and small business executives understand how to develop employee proficiency in the core HR competencies. Loaded with tips, techniques, assessment tools, and real-life stories of management successes, this guide delivers practical how-tos and includes activities HR managers can use to develop their own competencies as well as charts and forms to help make the process of developing HR staff a little easier.

ISBN: 9781586444365 | (January 2018) 6" x 9", 160 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



MICHAEL R. LOSEY

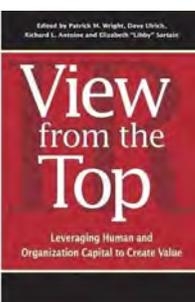
Touching People's Lives

Leaders' Sorrow or Joy

In *Touching People's Lives*, former SHRM CEO and master storyteller Michael Losey offers a wellspring of experience and inspiration on the challenge for all leaders charged with the development of people to responsibly cultivate compassion, integrity, courage, and accountability in all they do, regardless of how difficult the challenge. Along the way Losey gives readers a front row seat to many of the major developments in the field of Human Resource Management and reveals his own journey of connecting HR to the business, managing diversity, working on competencies, ensuring ethics, and helping to create a profession.

ISBN: 9781586444310 | (November 2017) 6" x 9", 220 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$24.99



PATRICK M. WRIGHT, DAVE ULRICH, RICHARD L. ANTOINE, & ELIZABETH "LIBBY" SARTAIN, EDITORS

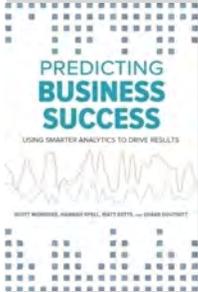
View from the Top

Leveraging Human and Organization Capital to Create Value

Today's business environment is volatile, uncertain, complex, and ambiguous (VUCA), which presents huge challenges for organizations that seek to build capabilities that can provide advantages now and in the future. How can they leverage their people to effectively compete in this environment? This edited volume brings together some of today's leading chief human resource officers and other HR thought leaders to share their expertise in addressing this very question. Through case studies, conceptual models, and empirical research, these authors provide a roadmap to help HR leaders develop and implement HR strategies that will build their organization's human and organization capital as a source of competitive advantage.

ISBN: 9781586444006 | (November 2016) 6" x 9", 328 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$29.95



SCOTT MONDORE, HANNAH SPELL, MATT BETTS, & SHANE DOUTHITT

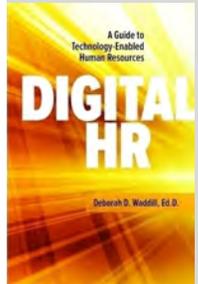
Predicting Business Success

Using Smarter Analytics to Drive Results

HR practices have a significant impact on an organization's bottom line, but too often HR leaders fail to demonstrate direct connections to the business metrics that matter most to executives. *Predicting Business Success* goes beyond the usual slicing and dicing of HR data to show HR professionals how to definitively connect the dots between people data and business outcomes with a straightforward approach for scaling analytics to all leaders and all levels. The authors provide detailed strategies for collecting key data elements and making talent profiles predictive and proven guidelines for harnessing data for selection and recruitment, onboarding, employee surveys, training needs, and much more.

ISBN: 9781586445379 | (June 2018) 6" x 9", 220 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$29.99



DEBORAH D. WADDILL

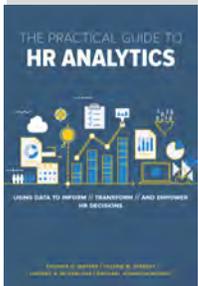
Digital HR

A Guide to Technology-Enabled Human Resources

HR technologies such as Watson, AI, predictive modeling, real-time data analytics, HR shared service centers, and others are being implemented at a rapid pace by HR leaders around the world every day. *Digital HR* expertly provides HR executives, managers, specialists, generalists, and students with a comprehensive, evidence-based guide to current technologies that enhance, enable, revitalize, and empower HR. With practical insight, real-world case studies, tips and tools, recommendations, and additional resources, Waddill guides readers through each of the major technologies and addresses vital strategic and implementation issues.

ISBN: 9781586445423 | (June 2018) 6" x 9", 288 pages

Audience: Instructional designers, training leaders, trainers, learning project managers, e-learning specialists | Price: \$29.99



SHONNA D. WATERS, VALERIE N. STREETS, LINDSAY A. MCFARLANE, & RACHAEL JOHNSON-MURRAY

The Practical Guide to HR Analytics

Using Data to Inform, Transform, and Empower HR Decisions



The need for HR professionals to understand and apply data analytics is greater than ever. Today's successful HR professionals must ask insightful questions, understand key terms, and intelligently apply data but may lack a clear understanding of the many forms, types, applications, interpretations, and capabilities of HR analytics. This guide provides a practical approach to using data to solve real HR challenges in organizations and demystifies analytics with clear guidelines and recommendations for making the business case, starting an HR analytics function, avoiding common pitfalls, presenting data through visualization and storytelling, and much more.

ISBN: 9781586445324 | (June 2018) 6" x 9", 208 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$27.99



SCOTT P. MONDORE, SHANE S. DOUTHITT, & MARISA A. CARSON

Business-Focused HR

11 Processes to Drive Results

From employee selection to multi-rater feedback, this step-by-step guide provides the latest in best practices to effectively implement various human resources processes in organizations of all sizes. From launch to ongoing business outcome analysis, this record—written by business analytics experts—discusses 11 core HR processes and offers practical tips for successful execution. Intended for HR generalists and managers, this invaluable manual delves into numerous topics, including leadership development, diversity, and job design.

ISBN: 9781586442040 | (September 2011; re-released June 2018) 6" x 9", 216 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$32.95



SCOTT P. MONDORE & SHANE S. DOUTHITT

Investing in What Matters

Linking Employees to Business Outcomes

This practical guide provides a structured plan for HR professionals and organizations to achieve their business goals through the resourceful employment of their staff. Practical and informative, this handbook emphasizes the direct correlation between employees, data, and business outcomes. Its flexible approach can be tailored to any organization and guides HR personnel through the process of acquiring a quantitative examination of the impact of critical business decisions. From driving sales to decreasing turnover, this proposal transforms the workforce into a business' biggest asset.

ISBN: 9781586441371 | (September 2009; re-released June 2018) 6" x 9", 200 pages

Audience: HR, personnel, & talent management professionals, managers, business leaders | Price: \$32.95