

# Chartered Institute of Personnel and Development

## PDS Library holdings list September 2009

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## MANAGEMENT RESEARCH REPORT AND GENERAL READING

### Core texts

ANDERSON, V. (2009) *Research methods in human resource management*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

ASTON CENTRE FOR HUMAN RESOURCES. (2008) *Strategic human resource management: building research-based practice*. London: Chartered Institute of Personnel and Development.

CHEATLE, K. (2001) *Mastering human resource management*. Basingstoke: Macmillan Palgrave.

CURNOW, B. and REUVID, J. (eds). (2003) *The international guide to management consultancy*. 2<sup>nd</sup> ed. London: Kogan Page. (Especially part two, Ethics and best practice, and part four, Key consultancy activities).

CURRIE, D. (2005) *Developing and applying study skills: writing assignments, dissertations and management reports*. London: Chartered Institute of Personnel and Development.

FODDY, W. (1993) *Constructing questions for interviews and questionnaires: theory and practice in social research*. Cambridge: Cambridge University Press.

HORN, R. (2009) *Researching and writing dissertation: a complete guide for business and management students*. London: Chartered Institute of Personnel and Development.

HUGHES, M. (2006) *Change management: a critical perspective*. London: Chartered Institute of Personnel and Development.

JANKOWICZ, A. (2005) *Business research projects*. 4th ed. London: Thomson Learning.

MARCHINGTON, M. and WILKINSON, A. (2008) *Human resource management at work: people management and development*, 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

MAUND, L. (2001) *An introduction to human resource management: theory and practice*. Basingstoke: Palgrave.

MULLER-CAMEN, M., CROUCHER, R. and LEIGH, S. (2008) *Human resource management: a case study approach*. London: Chartered Institute of Personnel and Development.

MAYON-WHITE, B. (2005) *Study skills for managers*. 2nd ed. London: Sage Publications.

NORTHEGE, A. (2005) *The good study guide*. 2<sup>nd</sup> ed. Milton Keynes: Open University Worldwide.

SUTHERLAND, J. and CANWELL, D. (2004) *Key concepts in human resource management*. Basingstoke: Palgrave Macmillan.

### Further Recommended Reading

BEARDWELL, I. and CLAYDON, T. (2007) *Human resource management: a contemporary approach*, 5<sup>th</sup> ed. Harlow: Financial Times/Prentice Hall.

BRATTON, J. and GOLD, J. (2007) *Human resource management: theory and practice*. 4<sup>th</sup> ed. Basingstoke: Palgrave Macmillan.

CAMERON, S. and PRICE, D. (2009) *Business research methods*. London: Chartered Institute of Personnel and Development.

GILL, J. and JOHNSON, P. (2009) *Research methods for managers*, 4th ed. London: Sage.

HORN, R. (2009) *The business skills handbook*. London: Chartered Institute of Personnel and Development. (Publishes November 2009).

ROSE, J (2007) *The mature student's guide to writing*, 2<sup>nd</sup> ed. Basingstoke: Palgrave Macmillan.

**The following guide on the CIPD website is also recommended:**

Preparing an MRR: A guidance note

**[http://www.cipd.co.uk/qualifications/Learner\\_Resources/studyguides/\\_reports-and-projects.htm](http://www.cipd.co.uk/qualifications/Learner_Resources/studyguides/_reports-and-projects.htm)**

**The following journal is also recommended:**

*People Management* – issued fortnightly, free to CIPD members

**The following website is also recommended:**

[www.cipd.co.uk/onlineinfodocuments](http://www.cipd.co.uk/onlineinfodocuments) – this part of our website houses a full range of information and guidance on workplace issues in quick, easy-to-access formats.

## **MANAGING FOR RESULTS**

### **Core texts**

BRUCE, A. and LANGDON, K. (2000) *Strategic thinking*. London: Dorling Kindersley.

BURNES, B. (2009) *Managing change*. 5<sup>th</sup> ed. Harlow: Financial Times Prentice Hall.

CAPLAN, J. (2003) *Coaching for the future: how smart companies use coaching and mentoring*. London: Chartered Institute of Personnel and Development.

HUGHES, M. (2006) *Change management: a critical perspective*. London: Chartered Institute of Personnel and Development.

PEDLER, M., BURGOYNE, J. and BOYDELL, T. (2006) *A manager's guide to self- development*. 5<sup>th</sup> ed. London: McGraw Hill.

WATSON, G. and GALLAGHER, K. (2005) *Managing for results*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

### **Further recommended reading**

ARMSTRONG, M. and BARON, A. (2005) *Managing performance : performance management in action*. . 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

ARMSTRONG, M. (2009) *Armstrong's handbook of management and leadership: a guide to managing for results*. 2<sup>nd</sup> ed. London: Kogan Page.

ASTON CENTRE FOR HUMAN RESOURCES. (2008) *Strategic human resource management: building research-based practice*. London: Chartered Institute of Personnel and Development.

BLANCHARD, K. and GOTTRY, S. (2004) *The on-time, on-target manager*. London: Harper Collins.

CLUTTERBUCK, D. (2004) *Everyone needs a mentor*. 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

EYRE, E.C. and PETTINGER, R. (1999) *Mastering basic management*. 3<sup>rd</sup> ed. Basingstoke: Palgrave Macmillan.

GRATTON, L. (2004) *The democratic enterprise*. London: Financial Times Prentice Hall.

HANDY, C. (2005) *The new completely revised understanding organisations*. 4<sup>th</sup> ed. London: Allen Lane.

HARVEY-JONES, J. and MASEY, A. (1990) *Troubleshooter*. London: BBC Books

HOLLYFORDE, S. and WHIDDETT, S. (2002) *The motivation handbook*. London: Chartered Institute of Personnel and Development.

JARVIS, J., LANE, D.A. and FILLERY-TRAVIS, A. (2006) *The case for coaching: making evidence-based decisions*. London: Chartered Institute of Personnel and Development

KENNEDY, C. (2007) *Guide to the management gurus*. 5<sup>th</sup> ed. London: Random House Business Books.

LEIGH, A. (1999) *Persuasive reports and proposals*. London: Institute of Personnel and Development.

LEIGH, A. (2001) *20 ways to manage better*. 3<sup>rd</sup> ed. London: Chartered Institute of Personnel and Development.

MUMFORD, A. and GOLD, J. (2004) *Management development: strategies for action*. 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

MULLER-CAMEN, M., CROUCHER, R. and LEIGH, S. (2008) *Human resource management: a case study approach*. London: Chartered Institute of Personnel and Development.

OWEN, J. (2003) *Hard core management*. London: Kogan Page.

PETERS, T. (1988) *Thriving on chaos*. London: Macmillan.

PORTER, S. and CAMPBELL, M. (eds) (2006) *Skills and economic performance*. London: Caspian Publishing

SMITH, G. (2004) *Leading the professionals*. London: Kogan Page.

SOUTHON, M. and WEST, C. (2008) *The beermat entrepreneur: turn your good ideas into a great business*. 2<sup>nd</sup> ed. Harlow: Prentice Hall Business.

THOMSON, K. (1998) *Emotional capital*. Oxford: Capstone.

TORRINGTON, D. and WEIGHTMAN, J. (1994) *Effective management: people and organisation*. 2<sup>nd</sup> ed. London: Financial Times Prentice Hall.

WINSTANLEY, D. (2005) *Personal effectiveness: a guide to action*. London: Chartered Institute of Personnel and Development.

**The following CIPD research publications are also recommended:**

BEAUMONT, P. and HUNTER, L. (2002) *Managing knowledge workers: the HR dimension*. London: Chartered Institute of Personnel and Development.

CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT. (2002) *Developing managers for business performance: what your board needs to know today*. London: Chartered Institute of Personnel and Development.

FORTH, J. and MILLWARD, N. (2002) *The growth of direct communication*. London: Chartered Institute of Personnel and Development.

GUEST, D., KING, Z. and CONWAY, N. (2001) *Voices from the boardroom*. London: Chartered Institute of Personnel and Development.

## MANAGING IN A STRATEGIC BUSINESS CONTEXT

### Core Texts

FARNHAM, D. (2005) *Managing in a strategic business context*, 2<sup>nd</sup> edition. London: Chartered Institute of Personnel and Development.

KEW, J. & STREDWICK, (2008) *Business environment: managing in a strategic context*, 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

WETHERLY, P & OTTER, D (eds) (2008) *The business environment: themes and issues*. Oxford: Oxford University Press.

### Further Recommended Reading

ABERCROMBIE, N. and WARDE, A. (2000) *Contemporary british society*. 3rd ed. Cambridge: Polity Press.

ABERCROMBIE, N. and WARDE, A. (eds) (2000) *Contemporary British society reader*. Cambridge: Polity Press.

ASTON CENTRE FOR HUMAN RESOURCES. (2008) *Strategic human resource management: building research-based practice*. London: Chartered Institute of Personnel and Development.

BROOKS, I., WEATHERSTON, J. and WILKINSON, G. (2004) *The international business environment*. . Harlow: Financial Times Prentice Hall

CRANE, A and MATTEN, D. *Business ethics: managing corporate citizenship and sustainability in the age of globalization*. 2nd ed. Oxford: Oxford University Press.

DE WIT, B. and MEYER, R. *Strategy: process, content, context. An international perspective*. 3rd ed. London: Thomson Learning.

DICKEN, P. (2007) *Global shift: mapping the changing contours of the world economy*. 5th ed. London, Sage.

ECONOMIST The. (2006) *Economics: making sense of the modern economy*. 2<sup>nd</sup> ed. London: Economist Books

HANCOCK, J (ed). (2005) *Investing in corporate social responsibility*. London: Kogan Page.

JONES, B., KAVANAGH, D. and MORAN, M. (2006) . *Politics UK*. 6th ed. Harlow: Longman.

KEENAN, D. and RICHES, S. (2007) *Business law*. 8th ed. Harlow: Longman.

KOURDI, J. (2009) *Business strategy: a guide to effective decision making*. 2<sup>nd</sup> ed. London: Economist Books.

MCCORMICK, J. (2008) *Understanding the European Union: a concise introduction*. 4th ed. Basingstoke: Palgrave Macmillan..

MORRIS, H, WILLEY, B. and SACHDEV, S *The corporate environment: a guide for human resource managers*. 2nd edition. London, Financial Times Pitman Publishing, 2002.

STANDAGE, T (ed). (2005) *The future of technology*. London: Economist Books.

STONEHOUSE, G., CAMPBELL, D. and HAMILL, J. (2004) *Global and transnational business: strategy and management*. 2nd ed. Chichester: Wiley.

THOMAS, B. and DORLING, D. (2007) *Identity in Britain: a cradle to grave atlas*. Bristol: Policy Press.

WORTHINGTON, I. and BRITTON, C. (2009) *The business environment*. 6th ed, London; Financial Times Prentice Hall.

## MANAGING AND LEADING PEOPLE

### Core texts

HOLLYFORDE, S. and WHIDDETT, S. (2002) *The motivation handbook*. London: Chartered Institute of Personnel and Development.

RAYNER, C. AND ADAM-SMITH, D. (2009) *Managing and leading people*, 2<sup>nd</sup> edition. London: Chartered Institute of Personnel and Development.

### Further recommended reading

GOSLING, J., CASE, P. and WITZEL, M. (eds). (2007). *John Adair: fundamentals of leadership*. Basingstoke: Palgrave Macmillan.

ADAMS, J (2007) *Managing people in organisations : contemporary theory and practice*. Basingstoke: Palgrave Macmillan.

BRATTON, J., CALLINAN, M. and FORSHAW, C. (2007). *Work and organizational behaviour*. Basingstoke: Palgrave Macmillan.

BUCKINGHAM, M. and COFFMAN, C. (2001) *First, break all the rules: what the world's greatest managers do differently*. London: Simon and Schuster.

COFFMAN, C. and GONZALES-MOLINA, G. (2004) *Follow this path: how the world's greatest organizations drive growth by unleashing human potential*. London: Random House BusinessBooks.

FURNHAM, A. (2007). *Head and heart management: managing attitudes, beliefs, behaviours and emotions at work*. Basingstoke: Palgrave Macmillan.

HUTCHINSON, S. and PURCELL, J. (2003) *Bringing policies to life: the vital role of front line managers in people management*. London: Chartered Institute of Personnel and Development.

JOHNSON, M. (2004) *The new rules of engagement: life-work balance and employee commitment*. London: Chartered Institute of Personnel and Development.

LEARY-JOYCE, J. (2004) *Becoming an employer of choice: make your organisation a place where people want to do great work*. London: Chartered Institute of Personnel and Development.

MIDDLETON, J. (2007) *Beyond authority : leadership in a changing world*. Basingstoke: Palgrave Macmillan.

O'REILLY, C.A. and PFEFFER, J. (2000) *Hidden value: how great companies achieve extraordinary results with ordinary people*. Boston, MA: Harvard Business School Press.

PFEFFER, J. (1998) *The human equation: building profits by putting people first*. Boston, MA: Harvard Business School Press.

PURCELL, J., KINNIE, N. and HUTCHINSON, S. (2003) *Understanding the people and performance link: unlocking the black box*. London: Chartered Institute of Personnel and Development.

RYDE, R. (2007). *Thought leadership: moving hearts and minds*. Basingstoke: Palgrave Macmillan.

STREDWICK, J. and ELLIS, S. (2004) *Flexible working* 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

TURNBULL JAMES, K. and COLLINS, J. (2008) *Leadership perspectives: knowledge into action*. Basingstoke: Palgrave Macmillan

*All CIPD research reports, surveys, and executive briefings on issues related to Managing & Leading People*

## MANAGING INFORMATION FOR COMPETITIVE ADVANTAGE

### Core texts

BEE, F. and BEE, R. (2005) *Managing information and statistics*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

DAVIES, D. (2005) *Managing financial information*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

DYSON, J.R. (2007) *Accounting for non-accounting students*. 7<sup>th</sup> ed. London: Financial Times/Prentice-Hall.

ELLIOTT, G. (2004) *Global business information technology: an integrated systems approach*. Upper Saddle River, NJ: Pearson Education.

ELLIOTT, G. and STARKINGS, S. (1997) *Business information technology: systems theory and practice*. Harlow: Financial Times Prentice Hall

### Further recommended reading

CHECKLAND, P. and HOLWELL, S. (1997) *Information, systems and information systems: making sense of the field*. Chichester: Wiley.

CURTIS, G. and COBHAM, D. (2008) *Business information systems: analysis, design and practice*. 6<sup>th</sup> ed. Harlow: Financial Times Prentice Hall.

HAMMONDS. *Data protection*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

JENNINGS, D. and WATTAM, S. (1998) *Decision making: an integrated approach*. 2<sup>nd</sup> ed. Harlow: Financial Times Prentice Hall.

KAVANAGH, M.J. and THITE, M. *Human resource information systems: basics, applications and future directions*. Thousand Oaks, CA: Sage Publications.

OWEN, F. and JONES, R. (1994) *Statistics*. 4<sup>th</sup> ed. Harlow: Financial Times Prentice Hall.

STACEY R. D. (2003) *Strategic management and organisational dynamics: the challenge of complexity*. 4<sup>th</sup> ed. Harlow: Financial Times Prentice Hall.

WEAVER, P., LAMBROU, N. and WALKLEY, M. (2002) *Practical SSADM 4: a complete tutorial guide*. 3<sup>rd</sup> ed. London: Financial Times Prentice Hall.

YEATES, D. and WAKEFIELD, T. (2003) *Systems analysis and design*. 2<sup>nd</sup> ed. London: Financial Times Prentice Hall.

## PEOPLE MANAGEMENT AND DEVELOPMENT

### Core texts

BEARDWELL, Ian and CLAYDON, T. (eds). (2007) *Human resource management: a contemporary approach*. 5<sup>th</sup> ed. Harlow: Financial Times/Prentice-Hall.

FARNHAM, D. and SMITH, P. (2005) *People management and development: CIPD revision guide 2005*. London: Chartered Institute of Personnel and Development.

MARCHINGTON, M. and WILKINSON, A. (2008) *Human resource management at work: people management and development*. 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

PILBEAM, S. and CORBRIDGE, M. (2006) *People resourcing: contemporary HRM in practice*. 3<sup>rd</sup> ed. Harlow: Financial Times/Prentice-Hall.

PITT, G. (2009) *Employment law*. 7<sup>th</sup> ed. London: Sweet and Maxwell.

TAYLOR, S. (2008) *People resourcing*. 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

### Further recommended reading

ANDERSON, V. (2009) *Research methods in human resource management*. 2nd ed. London: Chartered Institute of Personnel and Development.

ARMSTRONG, M. (2009) *Armstrong's handbook of human resource management practice*. 11<sup>th</sup> ed. London: Kogan Page

BACH, S.(ed) . (2005) *Managing human resources: personnel management in transition*. 4th ed. Oxford: Blackwell.

CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT. (2003) *CIPD employment law for people managers*. London: Chartered Institute of Personnel and Development.

CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT. (2004) *CIPD policies and procedures for people managers*. London: Chartered Institute of Personnel and Development.

COOPER, D., ROBERTSON, I. and TINLINE, G. (2003) *Recruitment and selection: a framework for success*. London: Thomson Learning.

LEGGE, K. (2005) *Human resource management: rhetorics and realities*. Basingstoke: Palgrave Macmillan.

LEWIS, D. and SARGEANT, M. (2009) *Essentials of employment law*. 10<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

MABEY, C., SALAMAN, G. and STOREY, J. (1998) *Strategic human resource management*. London: Sage.

MUMFORD, A. and GOLD, J. (2004) *Management development: strategies for action*. 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

REDMAN, T. and WILKINSON, A. (eds). (2008) *Contemporary human resource management: text and cases*. 3<sup>rd</sup> ed. Harlow: Financial Times/Prentice Hall.

ROUTLEDGE, C. and CARMICHAEL, J. (2007) *Personal development and management skills*. London: Chartered Institute of Personnel and Development.

SLOMAN, M. (2003) *Training in the age of the learner*. London: Chartered Institute of Personnel and Development.

STOREY, J. (ed). (2001) *Human resource management: a critical text*. 2<sup>nd</sup> ed. London: Thomson Learning.

TORRINGTON, D., HALL, L. and TAYLOR, S. (2008) *Human resource management*. 7<sup>th</sup> ed. Harlow: Financial Times/Prentice-Hall.

TYSON, S. (ed). (1995) *Strategic prospects for HRM*. London: Institute of Personnel and Development.

WRIGHT, A. (2004). *Reward management in context*. London: Chartered Institute of Personnel and Development.

## PEOPLE RESOURCING

### Core texts

JOHNS, T. and LEATHERBARROW, C. (2005) *People resourcing: CIPD revision guide 2005*. London: Chartered Institute of Personnel and Development.

TAYLOR, S. (2008) *People resourcing*. 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

WILLIAMS, M. (2000) *The war for talent: getting the best from the rest*. London: Chartered Institute of Personnel and Development.

### Further recommended reading

ANDERSON, N. and SHACKLETON, V. (1993) *Successful selection interviewing*. Oxford: Blackwell.

ANDERSON, T. and METCALF, H. (2003) *Diversity: stacking up the evidence: a review of knowledge*. London: Chartered Institute of Personnel and Development.

ARMSTRONG, M. (2009) *Armstrong's handbook of human resource management practice*. 11<sup>th</sup> ed. London: Kogan Page.

ARMSTRONG, M. and BARON, A. (2005) *Managing performance: performance management in action*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

ASTON CENTRE FOR HUMAN RESOURCES. (2008) *Strategic human resource management: building research-based practice*. London: Chartered Institute of Personnel and Development.

BALDRY, C., BAIN, P. and TAYLOR, P. (2007) *The meaning of work in the new economy*. Basingstoke: Palgrave Macmillan.

BEARDWELL, I. and CLAYDON, T. (eds). (2007) *Human resource management: a contemporary approach*. 5<sup>th</sup> ed. Harlow: Financial Times/Prentice-Hall.

BOXALL, P. and PURCELL, J. (2008) *Strategy and human resource management*. 2<sup>nd</sup> ed. Basingstoke: Palgrave Macmillan.

BRATTON, J. and GOLD, J. (2007). *Human resource management: theory and practice*. 4<sup>th</sup> ed. Basingstoke: Palgrave Macmillan.

BURN, D.A. (1998) *Achieving corporate success through people: making competencies impact on the bottom line*. London: Financial Times Pitman Publishing.

CATT, H. and SCUDAMORE, P. (1997) *Solving skills shortages: how to recruit and retain skilled people*. London: Kogan Page.

CHIVERS, W. and DARLING, P. (1999) *360-degree feedback and organisational culture*. London: Institute of Personnel and Development.

COOPER, D. and ROBERTSON, I. (1995) *The psychology of personnel selection: a quality approach*. London: Routledge.

DANIELS, K. (2008) *Employment law: an introduction for HR and business students*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

- EVANS, A. and WALTERS, M. (2002) *From absence to attendance*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.
- FLETCHER, C. (2004) *Appraisal and feedback*. 3<sup>rd</sup> ed. London: Chartered Institute of Personnel and Development.
- FOMBRUN, C. (1996) *Reputation: realizing value from the corporate image*. Boston, MA: Harvard Business School Press.
- FORSTER, N. (2000) *Managing staff on international assignments: a strategic guide*. London: Financial Times/Prentice Hall.
- HUSSEY, D. (2002) *Business driven HRM: a best practice blueprint*. Rev. ed. Chichester: Wiley.
- INSTITUTE OF PERSONNEL AND DEVELOPMENT. (1999) *The IPD guide on managing diversity: evidence from case studies*. London: Institute of Personnel and Development.
- KANDOLA, R. and FULLERTON, J. (1998) *Diversity in action: managing the mosaic*. 2<sup>nd</sup> ed. London: Institute of Personnel and Development.
- LEARY-JOYCE, J. (2004) *Becoming an employer of choice*. London: Chartered Institute of Personnel and Development.
- LEIGHTON, P. and PROCTOR, G. (2003) *Recruiting within the law*. 3<sup>rd</sup> ed. London: Chartered Institute of Personnel and Development.
- LEWIS, D. and SARGEANT, M. (2009) *Essentials of employment law*. 10th ed. London: Chartered Institute of Personnel and Development.
- MARCHINGTON, M. and WILKINSON, A. (2008) *Human resource management at work: people management and development*. 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.
- MULLER-CAMEN, M., CROUCHER, R. and LEIGH, S. (2008) *Human resource management: a case study approach*. London: Chartered Institute of Personnel and Development.
- MARTIN, G. and BEAUMONT, P. (2003) *Branding and people management: what's in a name?* London: Chartered Institute of Personnel and Development.
- MICHAELS, E., HANDFIELD-JONES, H. and AXELROD, B. (2001) *The war for talent*. Boston, MA: Harvard Business School Press.
- MILLER, L., RANKIN, N. and NEATHEY, F. (2001) *Competency frameworks in UK organisations*. London: Chartered Institute of Personnel and Development.
- O'REILLY, C.A. and PFEFFER, J. (2000) *Hidden value: how great companies achieve extraordinary results with ordinary people*. Boston, MA: Harvard Business School Press.
- PFEFFER, J. (1998) *The human equation: building profits by putting people first*. Boston, MA: Harvard Business School Press.
- PURCELL, J., KINNIE, N. and HUTCHINSON, S. (2003) *Understanding the people and performance link: unlocking the black box*. London: Chartered Institute of Personnel and Development.

REILLY, P. (2001) *Flexibility at work: balancing the interests of employer and employee*. Aldershot: Gower.

SMITH, M. and ROBERTSON, I. (1993) *The theory and practice of systematic personnel selection*. 2<sup>nd</sup> ed. London: Macmillan.

STOREY, J. (ed). (2001) *Human resource management: a critical text*. 2<sup>nd</sup> ed. London: Thomson Learning.

STREDWICK, J. and ELLIS, S. (2004) *Flexible working*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

TORRINGTON, D., HALL, L. and TAYLOR, S. (2008) *Human resource management*. 7<sup>th</sup> ed. Harlow: Financial Times/Prentice Hall.

TURNER, P. (2002) *HR forecasting and planning*. London: Chartered Institute of Personnel and Development.

WHIDDETT, S. and HOLLYFORDE, S. (2003) *A practical guide to competencies*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

*Also all CIPD research reports, surveys and executive briefings, on issues related to People Resourcing*

## MANAGING DIVERSITY AND EQUAL OPPORTUNITIES

BRITISH COMPUTER SOCIETY (2000) *Disability Discrimination Act : access for all: a practical guide for professionals and business managers*. Swindon: British Computer Society.

COCKBURN, C. (1991) *In the way of women: men's resistance to sex equality in organizations*. London: Macmillan.

COLLINS, H. (1992) *The equal opportunities handbook: a comprehensive guide to law and best practice in Europe*. Oxford: Blackwell.

COLLINSON, D., KNIGHTS, D. and COLLINSON, M. (1990) *Managing to discriminate*. London: Routledge.

DANIELS, K. and MACDONALD, L. (2005) *Equality, diversity and discrimination: a student text*. London: Chartered Institute of Personnel and Development.

EDWARDS, J. (1995) *When race counts: morality of racial preference in Britain and America*. London: Routledge.

EMPLOYMENT DEPARTMENT (1992) *Equal opportunities: ten-point plan for employers*. London: Employment Department.

GUILLAUMIN, C. (1994) *Racism, sexism, power and ideology*. London: Routledge.

HALES, G. (ed.) (1996) *Beyond disability: towards an enabling society*. London: Sage.

ITZIN, C. and NEWMAN, J. (1995) *Gender, culture and organizational change: putting theory into practice*. London: Routledge.

KANDOLA, B (2009) *The value of difference – eliminating bias in organisations*. Pearn Kandola Publishing.

KIRTON, G. and GREENE, A.M. (2005) *Dynamics of managing diversity: a critical approach*. 2<sup>nd</sup> ed. Oxford: Butterworth-Heinemann

LEWIS, S. and LEWIS, J. (1996) *The work-family challenge: rethinking employment*. London: Sage.

MOON, G. (2000) *Race discrimination: developing and using a new legal framework: new routes to equality*. Oxford: Hart.

PRASAD, P., MILLS, A. and ELMES, M. (1997) *Managing the organizational melting pot: dilemmas of workplace diversity*. Thousand Oaks, CA: Sage.

RYAN, M., HASLAM, S. and WILSON-KOVACS, M. (2007) *Managing diversity and the glass cliff*. London: Chartered Institute of Personnel and Development.

OZBILGIN, M., TATLI, A., and WORMAN, D. (2007) *Managing diversity in practice: supporting business goals*. London: Chartered Institute of Personnel and Development.

## SELECTION AND ASSESSMENT

### Core texts

AMERICAN PSYCHOLOGICAL ASSOCIATION. (1988) *Joint Committee on Testing Practices: code of fair testing practices in education*. Washington, DC: American Psychological Association.

COOPER, C. (2002) *Individual differences*. 2<sup>nd</sup> ed. London: Hodder Arnold.

DEARY, I.J. (2001) *Intelligence: a very short introduction*. Oxford: Oxford University Press.

SMITH, M. and ROBERTSON, I. (eds). (1989) *Advances in selection and assessment*. Chichester: Wiley.

### Further recommended reading

BUCKINGHAM, M. and CLIFTON, D. (2001) *Now, discover your strengths: how to develop your talents and those of the people you manage*. London: Simon and Schuster.

COOK, M. (2009) *Personnel selection: adding value through people*. 5<sup>th</sup> ed. Chichester: Wiley.

HERRIOT, P. (ed). (1989) *Assessment and selection in organizations: methods and practice for recruitment and appraisal*. Chichester: Wiley.

HERRIOT, P. and ANDERSON, N. (1994) *Assessment and selection in organizations: 1<sup>st</sup> update and supplement*. Chichester: Wiley.

HERRIOT, P. and ANDERSON, N. (1995) *Assessment and selection in organizations: 2<sup>nd</sup> update and supplement*. Chichester: Wiley.

JACKSON, C. (1996) *Understanding psychological testing*. Leicester, British Psychological Society.

KLINE, P. (1986) *A handbook of test construction: introduction to psychometric design*. London: Routledge.

PINKER, S. (1998) *How the mind works*. London: Allen Lane.

ROBERTS, G. (2005) *Recruitment and selection*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

RUST, J. and GOLOMBOK, S. (2008) *Modern psychometrics: the science of psychological assessment*. 3<sup>rd</sup> ed. London: Routledge.

TOPLIS, J., DULEWICZ, V. and FLETCHER, C. (2005) *Psychological testing: a manager's guide*. 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

### The following journal articles are also recommended:

NEISSER, U., BOODOO, G. and BOUCHARD, T. (1996) Intelligence: knowns and unknowns. *American Psychologist*. Vol 51, No 2, February. pp77–101.

SCHMIDT, F.L. and HUNTER, J.E. (1998) The validity and utility of selection methods in personnel psychology: practical and theoretical implications of 85 years of research findings. *Psychological Bulletin*. Vol 124, No 2, September. pp262–274.

## **CAREER MANAGEMENT AND DEVELOPMENT**

### **Core texts**

ARNOLD, J. (1997) *Managing careers into the 21st century*. London: Paul Chapman.

BARUCH, Y. (2003) *Managing careers: theory and practice*. Harlow: Financial Times/Prentice Hall.

HERRIOT, P. and PEMBERTON, C. (1995) *New deals: the revolution in managerial careers*. Chichester: Wiley.

INSTITUTE OF PERSONNEL AND DEVELOPMENT. (1998) *The IPD guide on career management in organisations*. London: Institute of Personnel and Development.

### **Further recommended reading**

CLUTTERBUCK, D. (2004) *Everyone needs a mentor*. 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

DURCAN, J. and OATES, D. (1996) *Career paths for the 21st century*. London: Random House Business Books.

HALL, D.T. (ed). (1986) *Career development in organizations*. San Francisco, CA: Jossey Bass.

HARDINGHAM, A. (2004) *The coach's coach: personal development for personal developers*. London: Chartered Institute of Personnel and Development.

HERRIOT, P. (ed). (1992) *The career management challenge: balancing individual and organizational needs*. London: Sage.

HORN, R (2009) *The Business Skills Handbook*. London: Chartered Institute of Personnel and Development. (Publishes November 2009).

LEE, G. (2003) *Leadership coaching: from personal insight to organisational performance*. London: Chartered Institute of Personnel and Development.

MEGGINSON, D. and WHITAKER, V. (2007) *Continuing professional development*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

OSTERMAN, P. (ed). (1996) *Broken ladders: managerial careers in the new economy*. New York: Oxford University Press.

ROUSSEAU, D.M. (1995) *Psychological contracts in organizations*. Thousand Oaks, CA: Sage.

ROUTLEDGE, C. AND CARMICHAEL, J. (2007) *Personal development and management skills*. London: Chartered Institute of Personnel and Development.

SCHEIN, E.H. (1993) *Career anchors: discovering your real values*. Rev. ed. San Francisco, CA: Jossey-Bass/Pfeiffer.

SCHEIN, E.H. (1978) *Career dynamics: matching individual and organizational needs*. Reading, MA: Addison Wesley.

WALTON, J. (1999) *Strategic human resource development*. Harlow: Financial Times/Prentice Hall.

WHIDDETT, S. and HOLLYFORDE, S. (2003) *A practical guide to competencies: how to enhance individual and organisational performance*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

WINSTANLEY, D. (2005) *Personal effectiveness: a guide to action*. London: Chartered Institute of Personnel and Development.

**The following journals are also recommended:**

*Career Development International*. ISSN 1362-0436

*Careers Guidance Today*. ISSN 0969-6431

*Human Resource Development International*. ISSN 1367-8868

*Journal of Occupational and Organizational Psychology*. ISSN 0963-1798

*Journal of Organizational Behaviour*. ISSN 0894-3796

*People Management*. ISSN 1358-6297

Note that there is a plethora of journals currently in existence that might incorporate articles on career management and development. Some invaluable articles from journals not listed above are also recommended:

BARUCH, Y. (1999) Integrated career systems for the 2000s. *International Journal of Manpower*. Vol 20, No 7. pp432–457.

SULLIVAN, S.E. (1999) The changing nature of careers: a review and research agenda. *Journal of Management*. Vol 25, No 3, June. pp457–484

WATERMAN, R.H., WATERMAN, J.A. and COLLARD, B.A. (1994) Toward a career resilient workforce. *Harvard Business Review*. Vol 72, No 4, July/August. pp87–95.

**The following contacts and websites are also recommended:**

[www.crac.org.uk](http://www.crac.org.uk) – CRAC: the Career Development Organisation

[www.investorsinpeople.co.uk](http://www.investorsinpeople.co.uk) – Investors in People UK

[www.icg-uk.org](http://www.icg-uk.org) – Institute of Career Guidance

## LEARNING AND DEVELOPMENT

### Core texts

EVANS, K., HODKINSON, P. and RAINBIRD, H. (2006) *Improving workplace learning*. London: Routledge.

HARRISON, R. (2009) *Learning and development*. 5th ed. London: Chartered Institute of Personnel and Development.

HARRISON, R. and KESSELS, J. (2004) *Human resource development in a knowledge economy: an organisational view*. Basingstoke: Palgrave Macmillan.

SLOMAN, M. (2007) *The changing world of the trainer: emerging good practice*. Oxford: Elsevier ButterworthHeinemann.

McGOLDRICK, J., STEWART, J. and WATSON, S. (eds) (2002) *Understanding human resource development: a research-based approach*. London: Routledge.

### Further recommended reading

BEVAN, D. (March 2008) *Business Ethics*. London: Chartered Institute of Personnel and Development.

ELLIOTT, C. and TURNBULL, S. (eds) (2008) *Critical thinking in human resource development*. London: Routledge.

GIBB, S. (2002) *Learning and development: processes, practices and perspectives at work*. Basingstoke: Palgrave Macmillan.

HAMLIN, B., KEEP, J. and ASH, K. (2001) *Organisational change and development: a reflective guide for managers, trainers and developers*. Harlow: Financial Times/Prentice Hall

HEYES, J. and STUART, M. (2007) *The industrial relations of training and development*. London: Routledge.

HUTCHINSON, S. and PURCELL, J. (2003) *Bringing policies to life: the vital role of front line managers in people management*. London: Chartered Institute of Personnel and Development.

JOY-MATTHEWS, J., MEGGINSON, D. and SURTEES, M. (2004) *Human resource development*. 3<sup>rd</sup> ed. London: Kogan Page.

MAYO, A. (2004) *Creating a learning and development strategy: the HR business partner's guide to developing people*. 2nd ed. London: Chartered Institute of Personnel and Development.

PURCELL, J., HUTCHINSON, S. and KINNIE, N.. (2004) *Vision and values: organisational culture and values as a source of competitive advantage*. London: Chartered Institute of Personnel and Development.

REID, M., BARRINGTON, H. and BROWN, M. (2004) *Human resource development: beyond training interventions*. 7th ed. London: Chartered Institute of Personnel and Development.

REYNOLDS, J., CALEY, L. and MASON, R. (2002) *How do people learn?* London: Chartered Institute of Personnel and Development.

RIGG, C., STEWART, J. and TREHAN, K. (eds) (2006). *Critical human resource development: beyond orthodoxy*. Harlow: Financial Times Prentice Hall.

ROUTLEDGE, C. AND CARMICHAEL, J. (2007) *Personal development and management skills*. London: Chartered Institute of Personnel and Development.

SAMBROOK, S. and STEWART, J. (eds). (2006) *Human resource development in the public sector: the case of health and social care*. London, Routledge<sup>1</sup>.

SMITH, P. AND SADLER-SMITH, E. (2006) *Learning in organizations: complexities and diversities*<sup>2</sup>. London: Routledge.

STARKEY, K., TEMPEST, S. and MCKINLAY, A. (eds). (2004) *How organizations learn: managing the search for knowledge*. 2<sup>nd</sup> ed. London: Thomson Learning.

SWART, J., MANN, C. and BROWN, S. (2005) *Human resource development: strategy and tactics*. Oxford: Elsevier Butterworth-Heinemann.

TJEPKEMA, S., STEWART, J. and SAMBROOK, S. (eds). (2002) *HRD and learning organisations in Europe*. London: Routledge.

WALTON, J. (1999) *Strategic human resource development*. Harlow: Financial Times/Prentice Hall.

WILSON, J.P. (ed) (2005) *Human resource development: learning and training for individuals and organizations*. 2<sup>nd</sup> ed. London: Kogan Page.

WOODALL, J., LEE, M. and STEWART, J. (eds) (2004) *New frontiers in human resource development*. London: Routledge

**The following sources of information are also recommended:**

Relevant CIPD research reports, survey reports, executive briefings, fact sheets, change agendas and position papers (many of these can be downloaded from the CIPD website).

CIPD research-related publications such as *Impact*, *Shine* and *The Change Agenda* (most of these can be downloaded from the CIPD website)

Government white and green papers, acts and other policy information sources relating to national vocational education, learning and development (see below for website addresses)  
Two new departments were set up by the Prime Minister to replace the Department for Education and Skills (DfES) and the Department of Trade and Industry (DTI). They are the Department for Children, Schools and Families (DCSF) and the Department for Business, Innovation and Skills (DBIS).

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<sup>1</sup> Provides examples of attempts to develop HRD practices in health and social care contexts within France, Ireland, the Netherlands, Romania, Russia, the UK and the USA.

<sup>2</sup> Focuses on issues of diversity in the context of organizational learning

**The following journals and other publications are also recommended:**

*Advances in HRD* (all editions are themed)

*Human Resource Development International*. ISSN 1367-8868

*Human Resource Development Quarterly*. ISSN 1044-8004

*Human Resource Development Review*. ISSN1534-4843

*Human Resource Management Journal*. ISSN 0954-5395

*International Journal of Training and Development*. ISSN 1360-3736

*Journal of European Industrial Training*. ISSN 03090-0590

## MANAGEMENT DEVELOPMENT

### Core texts

MUMFORD, A. and GOLD, J. (2004) *Management development: strategies for action*. 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

PATCHING, K. (1999) *Management and organisation development*. Basingstoke: Macmillan Business.

WOODALL, J. and WINSTANLEY, D. (1998) *Management development: strategy and practice*. Oxford: Blackwell.

### Further recommended reading

ANTONAKIS, J., CIANCIOLO, A. and STERNBERG, R. (2004) *The nature of leadership*. London: Sage

BOSHYK, Y. (2002) *Action learning worldwide*. Basingstoke: Palgrave Macmillan.

CAPLAN, J. (2003) *Coaching for the future: how smart companies use coaching and mentoring*. London: Chartered Institute of Personnel and Development.

CARTWRIGHT, R. (2002) *Mastering team leadership*. Basingstoke: Palgrave Macmillan.

CHAPMAN, T., BEST, B. and VAN CASTEREN, P. (2003) *Executive coaching: exploding the myths*. Basingstoke: Palgrave Macmillan.

CLEGG, C., LEGGE, K. and WALSH, S. (1999) *The experience of managing: a skills guide*. Basingstoke: Macmillan Business.

CLUTTERBUCK, D. (2004) *Everyone needs a mentor: fostering talent at work*. 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

COOK, M. (1999) *Effective coaching*. New York: McGraw Hill.

EASTERBY-SMITH, M. (1993) *Evaluating management development, training and education*. 2<sup>nd</sup> ed. Aldershot: Gower.

GOLEMAN, D. (1996) *Emotional intelligence: why it can matter more than IQ*. London: Bloomsbury.

HANDY, C. (1994) *The empty raincoat: making sense of the future*. London: Hutchinson.

HAYES, J. (2007) *The theory and practice of change management*. 2<sup>nd</sup> ed. Basingstoke: Palgrave Macmillan.

HUSSEY, D. (1988) *Management training and corporate strategy: how to improve competitive performance*. Oxford: Butterworth-Heinemann.

- INGLIS, S. (1994) *Making the most of action learning*. Aldershot: Gower.
- JOHNSON, W.B. and RIDLEY, C.R. (2009) *Elements of mentoring*. 2<sup>nd</sup> ed. Basingstoke: Palgrave Macmillan.
- JOY-MATTHEWS, J., MEGGINSON, D. and SURTEES, M. (2004) *Human resource development*. 3<sup>rd</sup> ed. London: Kogan Page.
- KIRKBRIDE, P. (1994) *Human resource management in Europe: perspectives for the 1990s*. London: Routledge.
- MCBEATH, G. (1990) *Practical management development*. Oxford: Blackwell.
- MAYO, A. (1991) *Managing careers: strategies for organizations*. London: Institute of Personnel Management.
- MEGGINSON, D. and WHITAKER, V. (1996) *Cultivating self-development*. London: Institute of Personnel and Development.
- MEGGINSON, D. and WHITAKER, V. (2007) *Continuing professional development*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.
- MINTZBERG, H. (2004) *Managers not MBAs: a hard look at the soft practice of managing and management development*. Harlow: Financial Times Prentice Hall.
- MUMFORD, A. (1998) *How managers can develop managers*. Aldershot: Gower.
- MUMFORD, A. (ed). (1994) *Gower handbook of management development*. 4<sup>th</sup> ed. Aldershot: Gower.
- NORTHOUSE, P. (2006) *Leadership: theory and practice*. 4th ed. London: Sage.
- PEDLER, M., BURGOYNE, J. and BOYDELL, T. (2006) *A manager's guide to self- development*. 5<sup>th</sup> ed. London: McGraw Hill.
- REDDING, G. and STENING, B. (eds). (2003) *Cross-cultural management*. Cheltenham: Edward Elgar Publishing. (Volume 2 is particularly relevant).
- ROUTLEDGE, C. AND CARMICHAEL, J. (2007) *Personal development and management skills*. London: Chartered Institute of Personnel and Development.
- STOREY, J. (ed). (2009) *Leadership in organizations: current issues and key trends*. 2<sup>nd</sup> ed. London: Routledge.
- THOMPSON, N. (2009) *People skills*. 3<sup>rd</sup> ed. Basingstoke: Palgrave Macmillan.
- TYSON, S. (1995) *Human resource strategy: towards a general theory of human resource management*. London: Pitman.
- WHIDDETT, S. and HOLLYFORDE, S. (2003) *A practical guide to competencies: how to enhance individual and organisational performance*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.
- WINSTANLEY, D. (2005) *Personal effectiveness: a guide to action*. London: Chartered Institute of Personnel and Development.

**The following journals are also recommended:**

*Career Development International*  
*Employee Relations*  
*Human Resource Management Journal*  
*Management Learning*  
*People Management*  
*Personnel Review*

## MANAGING ORGANISATIONAL LEARNING AND KNOWLEDGE

### Core texts

ARGYRIS, C. (1999) *On organizational learning*. 2<sup>nd</sup> ed. Oxford: Blackwell.

HARRISON, R. and KESSELS, J. (2003) *Human resource development in a knowledge economy: an organisational view*. Basingstoke: Palgrave Macmillan.

*Harvard Business Review on knowledge management*. (1998) Boston, MA: Harvard Business School Press.

NONAKA, I. and TAKEUCHI, H. (1995) *The knowledge creating company: how Japanese companies create the dynamics of innovation*. New York: Oxford University Press.

SCARBROUGH, H. and CARTER, C. (2000) *Investigating knowledge management*. London: Chartered Institute of Personnel and Development.

### Further recommended reading

BUKOWITZ, W. and WILLIAMS, R. (1999) *The knowledge management fieldbook*. London: Financial Times Prentice Hall

CLUTTERBUCK, D. (1998) *Learning alliances: tapping into talent*. London: Institute of Personnel and Development.

CLUTTERBUCK, D. (2004) *Everyone needs a mentor: fostering talent in your organisation*. 4<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

EUROPEAN FOUNDATION FOR MANAGEMENT DEVELOPMENT. Corporate University Learning Group 1999–2001. (2001) *The corporate university challenge: corporate competitiveness, learning and knowledge*. Brussels: European Foundation for Management Development.

GAMBLE, P.R. and BLACKWELL, J. (2001) *Knowledge management: a state of the art guide*. London: Kogan Page.

GARVEY, B. and WILLIAMSON, B. (2002) *Beyond knowledge management*. Harlow: Financial Times/Prentice-Hall.

GLADSTONE, B. (2000) *From know-how to knowledge: the essential guide to understanding and implementing knowledge management*. London: The Industrial Society.

HARRISON, R. (2009) *Learning and development*. 5th ed. London: Chartered Institute of Personnel and Development.

JOY-MATTHEWS, J., MEGGINSON, D. and SURTEES, M. (2004) *Human resource development*. 3<sup>rd</sup> ed. London: Kogan Page.

LITTLE, S. and RAY, T. (2005) *Managing knowledge*, 2<sup>nd</sup> ed. London: Sage.

MCELROY, M.W. (2003) *The new knowledge management*. Oxford: Butterworth Heinemann.

REID, M., BARRINGTON, H. and BROWN, M. (2004) *Human resource development: beyond training interventions*. 7<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

SENGE, P.M. (2006) *The fifth discipline*. 2<sup>nd</sup> ed. London: Random House Business Books.

SENGE, P.M., ROBERTS, C. and ROSS, R.B. (1994) *The fifth discipline fieldbook*. London: Nicholas Brealey.

SLOMAN, M. (2001) *The e-learning revolution; from propositions to reality*. London: Chartered Institute of Personnel and Development.

SLOMAN, M. (2003) *Training in the age of the learner*. London: Chartered Institute of Personnel and Development.

STARKEY, K., TEMPEST, S, and MCKINLAY, A (eds). (2004) *How organizations learn; managing the search for knowledge*. 2<sup>nd</sup> ed. London: Thomson Learning.

STERN, E. and SOMMERLAD, E. (1999) *Workplace learning, culture and performance*. London: Institute of Personnel and Development.

WALTON, J. (1999) *Strategic human resource development*. Harlow: Financial Times/Prentice-Hall.

WENGER, E., MCDERMOTT, R. and SNYDER, W. (2002) *Cultivating communities of practice*. Boston, MA: Harvard Business School Press.

**The following websites are also recommended:**

[www.bis.gov.uk/](http://www.bis.gov.uk/) – Department for Business, Innovation and Skills

[www.efmd.org](http://www.efmd.org) – European Foundation for Management Development

[www.km-forum.org](http://www.km-forum.org) – The Knowledge Management Forum

[www.mliltd.com](http://www.mliltd.com) – Mayo Learning International

[www.tomorrowcompany.com](http://www.tomorrowcompany.com) – Tomorrow's Company

## MANAGING THE TRAINING AND DEVELOPMENT FUNCTION

### Core texts

HARRISON, R. (2009) *Learning and development*. 5th ed. London: Chartered Institute of Personnel and Development.

MAYO, A. (2004) *Creating a learning and development strategy: the HR business partner's guide to developing people*. 2nd ed. London: Chartered Institute of Personnel and Development.

REID, M., BARRINGTON, H. and BROWN, M. (2004) *Human resource development: beyond training interventions*. 7th ed. London: Chartered Institute of Personnel and Development.

WALTON, J. (1999) *Strategic human resource development*. Harlow: Financial Times/Prentice Hall.

### Further recommended reading

APPLEGARTH, M. (1991) *How to take a training audit*. London: Kogan Page.

BEE, F. and BEE, R. (2003) *Learning needs analysis and evaluation*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development.

BRAMHAM, J. (1997) *Benchmarking for people managers*. London: Institute of Personnel and Development.

BRAMLEY, P. (2003) *Evaluating training: from personal insight to organisational performance*. 2nd ed. London: Chartered Institute of Personnel and Development.

BUCKLEY, R. and CAPLE, J. (2009) *The theory and practice of training*. 6th ed. London: Kogan Page.

CAPLAN, J. (2003) *Coaching for the future: how smart companies use coaching and mentoring*. London: Chartered Institute of Personnel and Development.

EVANS, K., HODKINSON, P. and RAINBIRD, H. (2006) *Improving workplace learning*. London: Routledge.

GUILLE, D. and FONDA, N. (1998) *Performance management through capability*. London: Institute of Personnel and Development.

HACKETT, P. (2003) *Training practice*. London: Chartered Institute of Personnel and Development.

HOLBECHE, L. (2009) *Aligning human resources and business strategy*. 2<sup>nd</sup> ed. Oxford: Butterworth Heinemann.

KEARNS, P. (2005) *Evaluating the ROI from learning: how to develop value-based training*. London: Chartered Institute of Personnel and Development.

LEVANT, J. and CLEETON, D. (1993) *Marketing the training function*. London: Kogan Page.

MAGER, R. and PIPE, P. (1990) *Analysing performance problems or, you really oughta wanna*. 2nd ed. London: Kogan Page.

ROTHWELL, W.J. and KAZANAS, H. (1994) *Planning and managing human resources: strategic planning for personnel management*. Amherst, MA: HRD Press.

SIMMONDS, D. (2003) *Designing and delivering training*. London: Chartered Institute of Personnel and Development.

SLOMAN, M. (2007) *The changing world of the trainer: emerging good practice*. Oxford: Elsevier Butterworth-Heinemann.

STEWART, J. (1996) *Managing change through training and development*. 2nd ed. London: Kogan Page.

STEWART, J. and MCGOLDRICK, J. (1996) *Human resource development: perspectives, strategies and practice*. Harlow:: Financial Times Prentice Hall.

TAMKIN, P., YARNALL, J. and KERRIN, M. (2002) *Kirkpatrick and beyond: a review of models of training evaluation*. Brighton: Institute for Employment Studies.

WHIDDETT, S. and HOLLYFORDE, S. (2003) *A practical guide to competences: how to enhance individual and organisational performance*. 2nd ed. London: Chartered Institute of Personnel and Development.

**CIPD research reports ([www.cipd.co.uk/research](http://www.cipd.co.uk/research))**

REYNOLDS, J. (2004) *Helping people learn: strategies for moving from training to learning*. London: Chartered Institute of Personnel and Development.

STEWART, J. and TANSLEY C. (2002) *Training in the knowledge economy*. London: Chartered Institute of Personnel and Development.

**The following websites are also recommended:**

[www.astd.org](http://www.astd.org) – American Society for Training and Development

[www.cipd.co.uk](http://www.cipd.co.uk) – Chartered Institute of Personnel and Development, for change agendas, research reports, surveys, factsheets, People Management magazine, case studies, tools, access to 350+ journals online)

[www.trainingjournal.com](http://www.trainingjournal.com) – Training Journal

**The following journals are also recommended:**

Harvard Business Review

Human Resource Management Journal

International Journal of Training and Development

Journal of European Industrial Training

## DESIGNING AND DELIVERING TRAINING

Centres should use the reading list from the Certificate in Training Practice and the following:

ANDERSON, V., RAYNER, C. and SCHYNS, B (2009) *Coaching at the sharp end; the role of line managers in coaching at work*. London: Chartered Institute of Personnel and Development

BEE, F. and BEE, R. (1998) *Facilitation skills*. London: Institute of Personnel and Development.

BUCKLEY, R. and CAPLE, J. (2009) *The theory and practice of training*. 6<sup>th</sup> ed. London: Kogan Page.

CORDER, C. (1990) *Teaching hard teaching soft*. Aldershot: Gower.

HACKETT, P. (1997) *Introduction to training*. London: Institute of Personnel and Development.

HACKETT, P. (2003) *Training practice*. London: Chartered Institute of Personnel and Development.

HARDINGHAM, A. (1996) *Designing training*. London: Institute of Personnel and Development.

HARDINGHAM, A. (1998) *Psychology for trainers*. London: Institute of Personnel and Development.

HARRISON, R. (2009) *Learning and development*. 5<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

MABEY, C. and ILES, P. (eds). *Managing learning*. London: Thomson Learning

MAGER, R.F. (1998) *Preparing instructional objectives: a critical tool in the development of effective instruction*. Tunbridge Wells: Atlantic Books

PFEFFER, J. and SUTTON, R.I. (2000) *The knowing-doing gap*. Boston, MA: Harvard Business School Press.

PONT, T. (2003) *Developing effective training skills*. London: Chartered Institute of Personnel and Development.

REID, M., BARRINGTON, H. and BROWN, M. (2004) *Human resource development: beyond training interventions*. 7<sup>th</sup> ed. London: Chartered Institute of Personnel and Development.

ROSE, C. and NICHOLL, M. (1997) *Accelerated learning for the 21st century*. London: Piatkus.

SIDDONS, S. (1997) *Delivering training*. London: Institute of Personnel and Development.

SIMMONDS, D. (2003) *Designing and delivering training*. London: Chartered Institute of Personnel and Development.

SLOMAN, M. (2001) *The e-learning revolution: from propositions to reality*.

London: Chartered Institute of Personnel and Development.

STEWART, J. (1999) *Employee development practice*. Harlow: Financial Times Prentice Hall.

TRUELOVE, S. (2006) *Training in practice*. London: Chartered Institute of Personnel and Development

**The following websites are also recommended:**

[http://carbon.cudenver.edu/~mryder/itc\\_data/idmodels.html](http://carbon.cudenver.edu/~mryder/itc_data/idmodels.html) – Instructional design models

[www.astd.org](http://www.astd.org) – American Society for Training and Development

[www.cedefop.europa.eu](http://www.cedefop.europa.eu)– European Centre for the Development of Vocational Training

[www.trainingjournal.com](http://www.trainingjournal.com) – Training Journal

[www.trainingzone.co.uk](http://www.trainingzone.co.uk) – Training Zone

## **EMPLOYEE REWARD**

### **Core texts**

- ARMSTRONG, M. and BROWN, D. (2001) *New dimensions in pay management*. London: Chartered Institute of Personnel and Development.
- BROWN, D. (2001) *Reward strategies: from intent to impact*. London: Chartered Institute of Personnel and Development.
- PERKINS, S. and WHITE, G. (2008) *Employee reward: alternatives, consequences and contexts*. London: Chartered Institute of Personnel and Development.
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**The following publications from the CIPD executive briefing series are also recommended:**

BROWN, D. (2002) *Guide to bonus and incentive plans*. London: Chartered Institute of Personnel and Development.

BROWN, D., BURKITT, N. and BROOMHEAD, A. (2001) *The future of reward*. London: Chartered Institute of Personnel and Development.

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**The following CIPD research report is also recommended:**

THOMPSON, P. and MILSOME, S. (2001) *Reward determination in the UK*. London: Chartered Institute of Personnel and Development.

**The following CIPD survey reports are also recommended:**

Reward Management 2006  
Reward Management 2007  
Reward Management 2008  
Reward Management 2009

**The following website is also recommended:**

[www.e-reward.co.uk](http://www.e-reward.co.uk) – Online guide to reward management.

## PERFORMANCE MANAGEMENT

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ARMSTRONG, M. (2009) *Armstrong's handbook of performance management: an evidence-based guide to delivering high performance*. London: Kogan Page.

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ROSE, E. (2008) *Employment relations*. 3<sup>rd</sup> ed. London: Financial Times Prentice Hall:

STOREY, J. (2005) (Ed) *Adding value through information and consultation*. Basingstoke: Palgrave Macmillan.

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WILLIAMS, C. (2007) *Rethinking the future of work: directions and visions*. Basingstoke: Palgrave Macmillan.

WILLIAMS, S. and ADAM-SMITH, D. (2006) *Contemporary employment relations: a critical introduction*. Oxford: Oxford University Press

**The following journals are also recommended:**

*British Journal of Industrial Relations*. ISSN 0007-1080

*Economic and Labour Market Review*. ISSN 1751-8326

*Employee Relations*. ISSN 0142-5455

*European Journal of Industrial Relations*. ISSN 0959-6801

*Human Resource Management Journal*. ISSN 0954-5395

*Impact: quarterly update on CIPD policy and research*. London: Chartered Institute of Personnel and Development. (Quarterly)

*Industrial Relations Journal*. ISSN 0019-8692

*International Journal of Human Resource Management*. ISSN 0958-5192

*IRS Employment Review*. ISSN 1358-2216

*People Management*. ISSN 1358-6297

*Personnel Review*. ISSN 0048-3486

*Work, Employment and Society*. ISSN 0950-0170

**The following websites are also useful:**

[www.berr.gov.uk/whatwedo/employment/index.html](http://www.berr.gov.uk/whatwedo/employment/index.html)

[www.tuc.org.uk](http://www.tuc.org.uk)

[www.cbi.org.uk](http://www.cbi.org.uk)

[www.equalities.gov.uk](http://www.equalities.gov.uk)

[www.equalityhumanrights.com](http://www.equalityhumanrights.com)

[www.eurofound.europa.eu](http://www.eurofound.europa.eu)

## **EMPLOYMENT LAW**

### **Core Texts**

DANIELS, K. *Employment Law: An introduction for HR and Business Students*, 2<sup>nd</sup> edition. London: CIPD, 2008.

LEWIS, D and SARGEANT, M (2009) *Essentials of employment law*. 10th ed, London, Chartered Institute of Personnel and Development.

TAYLOR, S. and EMIR, A (2009) *Employment law*. 2<sup>nd</sup> ed. Oxford: Oxford University Press..

### **Further Recommended Reading**

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