



Chartered Institute
of Personnel and
Development

Quality management handbook Certificate programmes

Part 3 of 3

- library holdings list

DRAFT COPY JULY 2003

Quality management handbook for certificate programmes

To make the Quality Management Handbook for the Certificate programmes as accessible to its users as possible, it has been split into three separate parts (each one a book in itself):

- Part 1 covers Sections 1 to 3
- Part 2 covers the appendices
- **Part 3 covers the library holdings list**

The contents page appears in full in all parts, providing you with the contents list for the whole handbook so that the material can be cross-referenced.

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Part 3

Library holdings list

CIPD library holdings list

You should have the following books in your library.

Certificate in personnel practice

Armstrong, M. *A handbook of human resource management practice*. 8th ed. London, Kogan Page, 2001.

Currie, D. *Personnel in practice*. Oxford, Blackwell, 1997.

Dessler, G. *Essentials of human resource management*. Upper Saddle River NJ, Prentice-Hall, 1999.

Kingsbury, P. *IT answers to HR questions*. London, Institute of Personnel and Development, 1997.

Marchington, M. and Wilkinson, A. *People management and development: human resource management at work*. 2nd ed. London, Chartered Institute of Personnel and Development, 2002.

Martin, D.M. *One stop personnel*. 2nd ed. London, ICSA Publishing, 1999.

Martin, M. and Jackson, T. *Personnel practice*. 3rd ed. London, Chartered Institute of Personnel and Development, 2002.

Stredwick, J. *An introduction to human resource management*. Oxford, Butterworth Heinemann, 2000.

Thomson, R. *Managing people*. 3rd ed. Oxford, Butterworth Heinemann, 2002.

Weightman, J. *Managing people*. London, Institute of Personnel and Development, 1999.

The Training Essentials series. London, Institute of Personnel and Development.

A selection of books from the Certificate in Training Practice and Certificate in Recruitment and Selection lists is also recommended.

Certificate in training practice

Bee, F. and Bee, R. *Training needs analysis and evaluation*. London, Institute of Personnel Management, 1994.

Boydell, T. and Leary, M. *Identifying training needs*. London, Institute of Personnel and Development, 1996.

Buckley, R. and Chapple, J. *One-to-one training and coaching skills*. 2nd ed. London, Kogan Page, 1996.

Mayo, A. *Creating a training and development strategy*. London, Institute of Personnel and Development, 1998.

Meighan, M. *Induction training: effective steps for investing in people*. London, Kogan Page, 2000.

Newby, T. *Cost-effective training : a management guide*. London, Kogan Page, 1992.

Rae, L. *Using training aids in training and development: a practical guide for trainers and presenters*. London, Kogan Page, 1998.

Reid, M. and Barrington, H. *Training interventions: managing employee development*. 6th ed. London, Institute of Personnel and Development, 1999.

Sheal, P. *How to develop and present staff training courses*. 2nd ed. London, Kogan Page, 1994.

Truelove, S. *Training in practice*. Oxford, Blackwell, 1997.

Wills, M. *Managing the training process: putting the principles into practice*. 2nd ed. Aldershot, Gower, 1998.

Certificate in recruitment and selection

Advisory, Conciliation and arbitration service. *Recruitment policies for the 1990s.* 1996.

Advisory, Conciliation and arbitration service. *Recruitment and induction.* 2001.

Billsberry, J. *Finding and keeping the right people: how to recruit motivated employees.* London, Prentice-Hall, 2000.

Hackett, P.J. *The selection interview.* London, Institute of Personnel and Development, 1998.

Iles, P. *Managing staff selection and assessment.* Buckingham, Open University Press, 1999.

Leighton, P. and Proctor, G. *Recruiting within the law.* 2nd ed. London, Chartered Institute of Personnel and Development, 2002.

Kneeland, S. *Picking winners: a total hiring system for spotting exceptional performers and getting them on board.* Oxford, Pathways, 1999.

Klinvex, K.C., O'Connell, M.S. and Klinvex, C.P. *Hiring great people.* New York, McGraw Hill, 1999.

Roberts, G. *Recruitment and selection: a competency approach.* London, Institute of Personnel and Development, 1997.

Schmitt, N. and Chan, D. *Personnel selection: a theoretical approach.* Thousand Oaks, Sage, 1998.

January 2003

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Registered in England no. 2921009 Registered office CIPD House Camp Road London SW19 4UX
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Issued: July 2003 Reference: 2640