Chartered Institute of Personnel and Development

Student reading list September 2007

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MANAGEMENT REPORT AND GENERAL READING

Core texts

ANDERSON, V. (2004) Research methods in human resource management. London: Chartered Institute of Personnel and Development.

ARMSTRONG, M. and BARON, A. (2002) *Strategic HRM: the key to improved business performance*. London: Chartered Institute of Personnel and Development.

BRATTON, J. and GOLD, J. (2003) *Human resource management: theory and practice.* 3rd ed. Basingstoke: Palgrave Macmillan.

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. Cambridge: Cambridge University Press.

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

JANKOWICZ, A. (2000) Business research projects. 3rd ed. London: Business Press.

Further recommended reading

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

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

INCOMES DATA SERVICES. (1999) HR websites. London: Incomes Data Services.

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

MAYON-WHITE, B. (2002) Study skills for managers. 2nd ed. Thousand Oaks, CA: Sage Publications.

NORTHEDGE, A. (1990) The good study guide. Milton Keynes: Open University Press.

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

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 – 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. (2005) Strategic thinking. London: Dorling Kindersley.

BURNES, B. (2005) Managing change. 5th ed. Harlow: Pearson Education.

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.* London: Chartered Institute of Personnel and Development

PEDLER, M., BURGOYNE, J. and BOYDELL, T. (2001) A manager's guide to self-development. 4th ed. London: McGraw Hill.

WATSON, G. and GALLAGHER, J.K. (2005) *Managing for results*. London: Chartered Institute of Personnel and Development

Further recommended reading

ARMSTRONG, M. and BARON, A. (2004) *Performance management: action and impact.* 2nd ed. London: Chartered Institute of Personnel and Development.

ARMSTRONG, M. and STEPHENS, T. (2005) A handbook of management and leadership. London: Kogan Page.

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

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

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

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

HANDY, C. (1993) *Understanding organisations*. 4th ed. Harmondsworth: Penguin.

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

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.* London: Chartered Institute of Personnel and Development

KENNEDY, C. (2002) Guide to the management gurus: the best guide to business thinkers. 4th 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. 3rd ed. London: Chartered Institute of Personnel and Development.

MUMFORD, A. and GOLD, J. (2004) *Management development*. 4th ed. London: Chartered Institute of Personnel and Development.

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

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

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

SOUTHON, M. and WEST, C. (2002) *The beermat entrepreneur.* Harlow: Financial Times Prentice Hall.

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

TORRINGTON, D., WEIGHTMAN, J. and JOHNS, K. (1989) *Effective management: people and organisation*. London: Prentice Hall.

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

KEW, J. and STREDWICK, J. (2005) *Business environment: managing in a strategic context.* London: Chartered Institute of Personnel and Development.

Further recommended reading

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

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

BROOKS, I., WEATHERSTON, J. and WILKINSON, G. (2004) *The international business environment: challenges and changes.* 3rd ed. London: Pitman.

CAMPBELL, D. STONEHOUSE, G. and HOUSTON, B. (2002) *Business strategy: an introduction*. 2nd ed. Oxford: Butterworth Heinemann.

CARTWRIGHT, R. (2001) *Mastering the business environment.* Basingstoke: Palgrave.

DICKEN, P. (2003) *Global shift: transforming the world economy*. 4th ed. London: Paul Chapman Publishing.

DORLING, D and THOMAS, B. (2004) *People and places: a 2001 census atlas of the UK.* London: The Policy Press.

FARNHAM, D. (2005) *Managing in a strategic business context.* London: Chartered Institute of Personnel and Development

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

HARRISON, A., DALKIRAN, E. and ELSEY, E. (2000) *International business*. Oxford: Oxford University Press.

HASLAM, C. NEALE, A and JOHAL, S. (2001) *Economics in a business context.* 3rd ed. London: Thomson Business Press.

JONES, B. et al. (2004) Politics UK. 5th ed. Harlow: Longman.

KEENAN, D. and RICHES, S. (2004) Business law. 7th ed. Harlow: Longman.

KEW, J. and STREDWICK, J. (2005) *Business Environment: Managing in a strategic context.* London: Chartered Institute of Personnel and Development

KOURDI, J. (2004) Business strategy. London: Economist Books.

MACMILLAN, H. and TAMPOE, M. (2000) Strategic management: process, content and implementation. Oxford: Oxford University Press.

MCCORMICK, J. (2005) *Understanding the European Union: a concise introduction.* 3rd ed. Basingstoke: Palgrave.

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

NELSON, K.A. and TREVINO, L.K. (2003) Managing business ethics: straight talk about how to do it right. 3rd ed. New York: Wiley.

PEELE, G. (2004) Governing the UK. Oxford: Blackwell.

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

THE ECONOMIST. (2005) *Economics: making sense of the modern economy.* London: Economist Books.

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. (2005) *Managing and leading people*. London: Chartered Institute of Personnel and Development.

Further recommended reading

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 GONZALEZ-MOLINA, G. (2002) Follow this path: how the world's greatest organizations drive growth by unleashing human potential. London: Warner Business Books.

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*. 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.

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

MANAGING INFORMATION FOR COMPETITIVE ADVANTAGE

Core texts

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

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

DYSON, J.R. (2000) *Accounting for non-accounting students*. 5th ed. London: Financial Times/Prentice Hall.

ELLIOTT, G. (2004) Global business information technology: an integrated systems approach. Financial Times Prentice Hall.

ELLIOTT, G. and STARKINGS, S. (1997) Business information technology systems, theory and practice. Harlow: Longman.

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. (2002) *Business information systems: analysis, design and practice*. 4th ed. Financial Times Prentice Hall.

JENNINGS, D. and WATTAM, S. (1998) *Decision making: an integrated approach.* 2nd ed. London: Financial Times Pitman Publishing.

OWEN, F. and JONES, R. (1994) Statistics. 4th ed. London: Pitman.

STACEY RALPH, D. (2003) Strategic management and organisational dynamics: the challenge of complexity. 4th ed. Financial Times Prentice Hall. Sections 2, 3, 5, 6, 7, 8, 9, 10, 11, 12 for further references on systems thinking.

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

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

PEOPLE MANAGEMENT AND DEVELOPMENT

Core texts

BEARDWELL, J. and CLAYDON, T. (eds). (2007) *Human resource management: a contemporary approach*. 4th ed. Harlow: Financial Times/Prentice-Hall.

FARNHAM, D. and SMITH, P. (2004) *People management and Development revision guide 2005.* London: Chartered Institute of Personnel and Development.

LEWIS, D. and SARGEANT, M. (2004) *Essentials of employment law.* 8th ed. London: Chartered Institute of Personnel and Development. (9th ed. March 2007)

MARCHINGTON, M. and WILKINSON, A. (2005) *Human resource management at work: people management and development*. 3rd ed. London: Chartered Institute of Personnel and Development.

PILBEAM, S. and CORBRIDGE, M. (2006) *People resourcing: HRM in practice*. 2nd ed. Harlow: Financial Times/Prentice Hall.

PITT, G. (2004) Employment law. 5th ed. London: Sweet and Maxwell.

TAYLOR, S. (2005) *People resourcing.* 3rd ed. London: Chartered Institute of Personnel and Development.

Further recommended reading

ANDERSON, V. (2004) Research methods in human resource management. London: Chartered Institute of Personnel and Development.

ARMSTRONG, M. and BARON, A. (2004) *Performance management: action and impact.* London: Chartered Institute of Personnel and Development.

BACH, S. and SISSON, K. (eds). (2000) Personnel management: a comprehensive guide to theory and practice. 3rd ed. Oxford: Blackwell.

BOXALL, P. and PURCELL, J. (2003) Strategy and HRM. Basingstoke: Palgrave-Macmillan.

COOPER, D., ROBERTSON, I. and TINLINE, G. (2004). *Recruitment and selection.* London: Thomson.

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.

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

MUMFORD, A. and GOLD, J. (2004) *Management development*. 4th ed. London: Chartered Institute of Personnel and Development.

RAINBIRD, H., FULLER, A. and MUNRO, A. (2004) *Workplace learning in context.* London: Routledge.

REDMAN, T. and WILKINSON, A. (eds). (2006) *Contemporary human resource management: text and cases.* Harlow: Financial Times/Prentice Hall.

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.* 2nd ed. London: Thomson Learning.

TAYLOR, S. (2005) *People Resourcing.* 3rd ed. London: Chartered Institute of Personnel and Development.

TORRINGTON, D., HALL, L. and TAYLOR, S. (2005) *Human resource management*. Harlow: Financial Times/Prentice Hall.

WRIGHT, A. (2003). *Reward Management in context.* London: Chartered Institute of Personnel and Development.

Recommended journals

Human Resource Management journal

Personnel Review

People Management

PEOPLE RESOURCING

Core texts

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

TAYLOR, S. (2005) *People Resourcing*. 3rd ed. London: Chartered Institute of Personnel and Development.

TAYLOR, S. (2002) *The employee retention handbook.* London: Chartered Institute of Personnel and Development.

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

Further recommended reading

ARMSTRONG, M. (2003) *A handbook of human resource management practice.* 9th ed. London: Kogan Page.

ARMSTRONG, M. and BARON, A. (2004) *Managing performance*. London: Chartered Institute of Personnel and Development.

EVANS, J. and WALTERS, M. (2002) *From absence to attendance.* 2nd ed. London: Chartered Institute of Personnel and Development.

JOHNSON, M. (2004) *The new rules of engagement*. London: Chartered Institute of Personnel and Development.

LEARY-JOYCE, J. (2004) *Becoming an employer of choice*. London: Chartered Institute of Personnel and Development.

STREDWICK, J. and ELLIS, S. (2005) *Flexible working*. 2nd ed. London: Chartered Institute of Personnel and Development.

TOPLIS, J., DULEWICZ, V. and FLETCHER, C. (2004) *Psychological testing.* 4th ed. London: Chartered Institute of Personnel and Development.

MANAGING DIVERSITY AND EQUAL OPPORTUNITIES

BRITISH COMPUTER SOCIETY. (2002) Disability discrimination act – access for all: a practical guide for professionals and business managers. Revised ed.

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 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. (1996) *Equal opportunities: ten point plan for employers.* London: Employment Department.

GAMBLES, R., LEWIS, S. and RAPOPORT, R. (2006) *The myth of work-life balance*. London: Wiley

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

KANDOLA, R. and FULLERTON, J. (1998) *Diversity in action: managing the mosaic.* 2nd ed. London: Institute of Personnel and Development.

KIRTON, G. and GREENE, A.M. (2000) *Dynamics of managing diversity: a critical approach.* Oxford: Butterworth Heinemann.

MACDONALD, L. (2004) *Equality, diversity and discrimination*. London: Chartered Institute of Personnel and Development.

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

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

STEPHENS, T. and HALLAS, J. (2006) *Bullying and Sexual Harassment: A practical handbook*. Chandros: ILM Oxford

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. 2nd ed. London: Arnold.

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

FLETCHER, C. (2004) Appraisal and feedback. 3rd ed. London: Chartered Institute of Personnel and Development.

SEARLE, R. (2003) Selection and assessment: a critical text. Palgrave-Macmillan/The Open University

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

TOPLIS, J., DULEWICZ, V. and FLETCHER, C. (2004) *Psychological testing: a manager's guide.* 4th ed. London: Chartered Institute of Personnel and Development.

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. (2004) Personnel selection: adding value through people. 4th ed. Chichester: Wiley.

HERRIOT, P. (ed). (1989) Assessment and selection in organizations: methods and practice for recruitment and appraisal. Chichester: Wiley. First update and supplement (1994). Chichester: Wiley. Second update and supplement (1995). 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: Methuen.

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

RUST, J. and GOLOMBOK, S. (1999) *Modern psychometrics: the science of psychological assessment*. 2nd ed. London: Routledge.

The following journal articles are also recommended:

NEISSER, U., BOODOO, G. and BOUCHARD, T. (1996) *Intelligence: knowns and unknowns*. American Psychologist. Vol. 51. 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. 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.* 4th ed. London: Chartered Institute of Personnel and Development.

DURCAN, J. and OATES, D. (1996) Career paths for the 21st century. London: Century.

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

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

MEGGINSON, D. and WHITAKER, V. (2003) Continuing professional *development*. London: Chartered Institute of Personnel and Development. (new ed. January 2007)

OSTERMAN, P. (ed). (1996) Broken ladders. New York: Oxford University Press.

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

SCHEIN, E.H. (1993) Career anchors: discovering your real values. Revised 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

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

The following journals are also recommended:

Career Development International
Career Guidance Today
Human Resource Development International
Journal of Occupational and Organizational Psychology
Journal of Organizational Behaviour
People Management

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. 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. pp87–95.

The following contacts and websites are also recommended:

www.crac.org.uk - Careers Research and Advisory Centre

www.guidancecouncil.com – The Guidance Council (the trading name of the National Advisory Council for Careers and Educational Guidance) Tel: 0870 774 3744

www.icg-uk.org - Institute of Career Guidance

www.iipuk.co.uk - Investors in People UK

LEARNING AND DEVELOPMENT

Core texts

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

HARRISON, R. (2005) *Learning and development.* 4th 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.

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

SLOMAN, M. (2007) *The changing world of the trainer: Emerging good practice.* London: Chartered Institute of Personnel and Development.

Further recommended reading

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

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.

MAYO, A. (2004) *Creating a learning and development strategy.* 2nd ed. London: Chartered Institute of Personnel and Development.

PURCELL, J., HUTCHINSON, S., KINNIE, N., SWART, J. and RAYTON, B. (2004) *Vision and values: organisational culture and values as a source of competitive advantage*. 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.

SADLER-SMITH, E. and SMITH, P. (2006) Learning in organisations¹. London: Routledge.

STEWART, J., RIGG, C. and TREHAN, K. (eds) (2006) *Critical human resource development: Beyond orthodoxy.* London: FT-Prentice Hall.

SWART, J., MANN, C., BROWN, S. and PRICE, A. (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

WILSON, J.P. (ed) (1999) Human resource development: learning and training for individuals and organisations. London: Kogan Page

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¹ Focuses on issues of diversity in the context of organisational learning

The following sources of information are also recommended:

Government white and green papers, acts and other policy information sources relating to national vocational education, learning and development (see below for website addresses). Three new departments were set up by the Prime Minister on 28 June 2007 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), the Department for Innovation, Universities and Skills (DIUS) and the Department for Business, Enterprise and Regulatory Reform (DBERR). At the time of writing, Government websites were being redesigned accordingly.

CIPD research-related publications for students, such as *Impact* and *Shine* (most can be downloaded from the Institute's website). Relevant CIPD research reports, survey reports, executive briefings, factsheets, Change Agendas and position papers.

The quality press for regular articles and editorials plus educational supplements on matters relating to the field of secondary and tertiary education, and national training.

The following journals/factsheets are also recommended:

Human Resource Management Journal
International Journal of Training and Development
Journal of European Industrial Training
Human Resource Development International
Human Resource Development Quarterly (has a strict requirement for empirical work)
HRD Review (focuses on conceptual and theoretical work)
Advances in HRD (all editions are themed))

The following websites are of particular interest to learning and development practitioners:

www.cipd.co.uk – Chartered Institute of Personnel and Development, with links to its online Learning and Development Community pages, research pages, and so on.

www.open.ac.uk/openlearn/home.php - Open University's open learning site, offering many free open learning facilities.

www.trainingzone.co.uk – award-winning online community for all training professionals, with a mixture of resources, news and products

www.ufhrd.com – UK University Forum for Human Resource Development; works in close collaboration with similar bodies in Europe and the US.

www.theworkfoundation.com - provides regular examples of good practice in business organisations.

The following websites have information specifically about national skills and educational strategies, national occupational standards and their related qualification structures:

www.businesslink.gov.uk – a central access portal that details all government services for employers.

www.ento.co.uk/standards – the website for the national Learning and Development vocational qualification structure.

www.eoc.org.uk - Equal Opportunities Commission, with links to specialist equal opportunities sites.

www.investorsinpeople.co.uk –website giving up to date details of the IiP Standard, plus various diagnostic tools.

www.lifelonglearninguk.org – a crucial website, because LLUK is the Sector Skills Council responsible for the professional development of all those working in community learning and development, further education, higher education, libraries, archives and information services, and work-based learning.

www.lsc.gov.uk- Learning and Skills Council, giving brief, clear information about government educational policy and initiatives.

www.qca.org.uk – Qualifications and Curriculum Authority, providing up-to-date information on all approved NVQs/SVQs and explaining the whole national qualification framework.

www.thelearningnetworkonline.com - ENTO's online support network for anyone who delivers, assesses or verifies NVQs and SVQs.

MANAGEMENT DEVELOPMENT

Core texts

MUMFORD, A. and GOLD, J. (2004) *Management development.* 4th 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

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.* 4th ed. London: Chartered Institute of Personnel and Development.

GOLEMAN, D. (1996) Emotional intelligence. London: Bloomsbury.

MINTZBERG, H. (2004) Managers not MBAs. London: Financial Times Prentice Hall.

MUMFORD, A. (1993) How managers can develop managers. Aldershot: Gower.

NORTHOUSE, P. (2003) Leadership: theory and practice. 3rd ed. London: Sage.

PEDLER, M., BURGOYNE, J. and BOYDELL, T. (2001) A manager's guide to self- development. 4th ed. London: McGraw Hill.

STOREY, J. (ed). (2004) *Leadership in organisations: current issues and key trends.* London: Routledge.

WINSTANLEY, D. (2005) *Personal effectiveness*. 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 organisational learning. 2nd 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: Pitman.

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. London: The Industrial Society.

HARRISON, R. (2005) *Learning and development.* 4th ed. London: Chartered Institute of Personnel and Development.

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

MEISTER, J. (1998) Corporate Universities. New York: McGraw-Hill.

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

SENGE, P.M. (1992) The fifth discipline. London: Century Business.

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

SLOMAN, M. (2001) *The e-learning revolution*. 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. (ed). (1996) *How organizations learn*. London: International Thomson Business Press.

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.dfes.gov.uk/research - Department for Education and Skills

www.efmd.be - European Foundation for Management Development

www.km-forum.org - Knowledge Management Forum

www.mliltd.com - Mayo Learning International

www.tomorrowscompany.com - Tomorrow's Company

MANAGING THE TRAINING AND DEVELOPMENT FUNCTION

Core texts

HARRISON, R. (2005) *Learning and development*. 4th ed. London: Chartered Institute of Personnel and Development.

MAYO, A. (2004) *Creating a learning and development strategy*.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*. London: Chartered Institute of Personnel and Development.

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

BRAMLEY, P. (1996) Evaluating training effectiveness: benchmarking your training activity against best practice. 2nd ed. Maidenhead: McGraw Hill.

BUCKLEY, R. and CAPLE, J. (2000) *The theory and practice of training.* 4th 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.

CLUTTERBUCK, D. and MEGGINSON, D. (2005) *Making coaching work; creating a coaching culture*. London: Chartered Institute of Personnel and Development

GUILE, G. 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. (1999) *Aligning human resources and business strategy*. Oxford: Butterworth Heinemann.

JACKSON, T. (1989) Evaluation: relating training to business performance. London: Kogan Page.

KEARNS, P. and MILLER, T. (1996) *Measuring the impact of training and development on the bottom line*. Hitchin Technical Communications (Publishing) Ltd.

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

ROBINSON, K. (1988) A handbook of training management. 2nd ed. revised. London: Kogan Page.

ROTHWELL, W.J. and KAZANAS, H. (1984) *Human resource development: a strategic approach.* Revised ed. Amherst, Mass, HRD Press.

ROTHWELL, W. and KAZANAS, H. (1994) *Improving on-the-job training*. San Francisco: Jossey Bass.

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

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

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. London: Pitman.

TANKIN, P., YARNALL, J., and KERVIN, M. (2002) *Kirkpatrick and beyond: a review of models of training evaluation*. Report 392. Institute of Employment Studies.

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

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)

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 - American Society for Training and Development

www.cipd.co.uk - Chartered Institute of Personnel and Development, for Change Agendas, research, People Management magazine

www.trainingjournal.co.uk - Training Journal

The following journal is also recommended:

Harvard Business Review

DESIGNING AND DELIVERING TRAINING

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

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

BUCKLEY, R. and CAPLE, J. (2004) *The theory and practice of training.* 5th ed. London: Kogan Page.

CORDER, C. (2004) 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: Chartered Institute of Personnel and Development.

HARRISON, R. (2005) *Learning and development.* 4th ed. London: Chartered Institute of Personnel and Development.

MABEY, C. and ILES, P. (eds). *Managing learning*. London: Routledge in association with the Open University.

MAGER, R.F. (1997) Preparing instructional objectives: a critical tool in the development of effective instruction. 3rd ed. Atlanta: Center for Effective Performance.

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

PONT, A. (2004) *Developing effective training skills*. 3rd ed. London: Chartered Institute of Personnel and Development.

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

STEWART, J. (1999) *Employee development practice*. Harlow: FT 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 - Instructional design models

www.astd.org - American Society for Training and Development

 $www. {\it cipd.co.uk/Infosource/List of series/Topics for trainers.} as p-topics for trainers on the CIPD website$

www.trainingvillage.gr/etv - European Training Village

www.trainingjournal.co.uk - Training Journal

www.trainingzone.co.uk - Training Zone

EMPLOYEE REWARD

Core texts

ARMSTRONG, M. (2002) *Employee reward.* 3rd ed. London: Chartered Institute of Personnel and Development.

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.

THORPE, R. and HOMAN, G. (2000) *Strategic reward systems.* Harlow: Financial Times/Prentice Hall.

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

Further recommended reading

ARMSTRONG, M. (2000) Rewarding teams. London: Institute of Personnel and Development.

ARMSTRONG, M and BARON, A. (1995) *The job evaluation handbook*. London: Institute of Personnel and Development.

ARMSTRONG, M. and MURLIS, H. (1998) *Reward management: a handbook of remuneration strategy and practice.* 4th ed. London: Kogan Page.

ARMSTRONG, M. and STEPHENS, T. (2005) A handbook of employee reward management and practice. London: Kogan Page.

GILBERT, D. and ABOSCH, K. (1996) *Improving organizational effectiveness through broadbanding*. Scottsdale, AZ: American Compensation Association.

INCOMES DATA SERVICES. (1996) Paying for competency. London: Incomes Data Services.

KESSLER, I. and PURCELL, J. (1993) *The Templeton performance-related pay project: summary of key findings.* Oxford: Templeton College.

LAWLER, E. (1995) The new pay: a strategic approach. *Compensation and Benefits Review*. Vol. 27, No. 4, July/August. pp14–22.

MURLIS, H. (ed). (1996) Pay at the crossroads. London: Institute of Personnel and Development.

ROSE, M. (2001) *Recognising performance: non-cash rewards*. London: Chartered Institute of Personnel and Development.

SCHUSTER, J. and ZINGHEIM, P. (1996) The new pay. San Francisco: Jossey Bass.

SCRIMSHAW, A. (2001) Pensions. London: Chartered Institute of Personnel and Development.

SPARROW, P. (1996) *Too good to be true?* People Management. Vol. 2, No. 24, 5 December. pp22—27.

STREDWICK, J. (1997) Cases in reward management. London: Kogan Page.

WALTERS, M. (ed). (1995) The performance management handbook. London: Institute of Personnel and Development.

ZINGHEIM, P. and SCHUSTER, J. (2000) Pay people right: breakthrough reward strategies to create great companies. San Francisco, CA: Jossey Bass.

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.

CONYON, M.J. (2000) *Directors' pay in UK plcs: a guide to executive pay determination*. London: Chartered Institute of Personnel and Development.

HUBBICK, E. (2001) *Employee share ownership*. London: Chartered Institute of Personnel and Development.

HUTCHINSON, D (2004) *Flexible benefits*. London: Chartered Institute of Personnel and Development.

SCRIMSHAW, A. (2000) *Stakeholder pensions: a guide to implementation and practice*. London: Chartered Institute of Personnel and Development.

SHONFIELD, D. (ed). (2001) *Equal pay guide*. London: Chartered Institute of Personnel and Development.

THOMPSON, P. (2002) *Total reward*. London: Chartered Institute of Personnel and Development.

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 2002 Reward Management 2003 Reward Management 2004 Reward Management 2005

The following website is also recommended:

www.e-reward.co.uk - The online guide to reward management

PENSIONS

Core texts

CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT. (2002) Pensions and HR's role: a CIPD guide to the role and contribution of people management professionals to occupational pensions. London: Chartered Institute of Personnel and Development.

SCRIMSHAW, A. (2001) Pensions. London: Chartered Institute of Personnel and Development.

Further recommended reading

HARRISON, D. (1999) *Pension power: understand and control your most valuable financial asset.* 3rd ed. Harlow: Financial Times Prentice Hall.

SCRIMSHAW, A. (2000) *Stakeholder pensions: a guide to implementation and practice*. London: Chartered Institute of Personnel and Development.

WARD, S. (1995) *Managing the pensions revolution: a practical guide to pension schemes*. London: Nicholas Brealey.

Students should also reference the 'pensions' chapters in general publications/ literature on reward management topics.

The following website is also recommended:

www.e-reward.co.uk - The online guide to reward management

PERFORMANCE MANAGEMENT

Core texts

ARMSTRONG, M. (2006) *Performance management: key strategies and practical guidelines*. 3rd ed. London: Kogan Page.

ARMSTRONG, M. and BARON, A. (2004) *Managing performance*. 2nd ed. London: Chartered Institute of Personnel and Development.

BAGULEY, P. (1994) *Improving organisational performance: a handbook for managers*. London: McGraw Hill.

HOULDSWORTH, E. and JIRASINGHE, D. (2006) Managing and Measuring Employee Performance. London: Kogan Page

MUMFORD, A. and GOLD, J. (2004) *Management development*. 4th ed. London: Chartered Institute of Personnel and Development.

Further recommended reading

ADVISORY, CONCILIATION AND ARBITRATION SERVICE. (2003) *Appraisal related pay*. London: Advisory, Conciliation and Arbitration Service.

ADVISORY, CONCILIATION AND ARBITRATION SERVICE. (2001) Discipline and grievances at work. London: Advisory, Conciliation and Arbitration Service.

ADVISORY, CONCILIATION AND ARBITRATION SERVICE. (2005) *Employee appraisal*. Revised ed. London: Advisory, Conciliation and Arbitration Service.

ARMSTRONG, M. (2003) A handbook of human resource management practice. 9th ed. London: Kogan Page.

ARMSTRONG, M. and BARON, A. (2004) *Managing performance*. London: Chartered Institute of Personnel and Development.

ARMSTRONG, M. and MURLIS, H. (1998) Reward management: a handbook of remuneration strategy and practice. 4th ed. London: Kogan Page.

BEAUMONT, P. (1993) Human resource management: key concepts and skills. London: Sage.

CARTER, E. and McMAHON, F. (2005) *Improving employee performance through workplace coaching*. London: Kogan Page

FLETCHER, C. (2004) Appraisal and feedback. 3rd ed. London: Chartered Institute of Personnel and Development.

GILLEN, T. (1998) The appraisal discussion. London: Institute of Personnel and Development.

HOLLOWAY, J., LEWIS, J. and MALLORY, G. (1995) *Performance measurement and evaluation*. London: Sage.

MARCHINGTON, M. and WILKINSON, A. (2005) *Human resource management at work: people management and development.* 3rd ed. London: Chartered Institute of Personnel and Development.

TORRINGTON, D., HALL, L. and TAYLOR, S. (2002) *Human resource management*. 5th ed. Harlow: Financial Times/Prentice Hall.

WILSON, T. (1995) Innovative reward systems for the changing workplace. New York: McGraw Hill

EMPLOYEE RELATIONS

Core texts

ADVISORY, CONCILIATION AND ARBITRATION SERVICE. (2004) *Annual reports* 1975ff. London: Advisory, Conciliation and Arbitration Service.

BEAUMONT, P. and HUNTER, L. (2005) *Making consultation work: the Importance of process*. London: Chartered Institute of Personnel and Development.

DANIELS, K. (2006) *Employee Relations in an organisational context*. London: Chartered Institute of Personnel and Development

FARNHAM, D. (2000) *Employee relations in context*. 2nd ed. London: Chartered Institute of Personnel and Development.

FERNER, A. and HYMAN, R. (1998) *Changing industrial relations in Europe*. 2nd ed. London: Blackwell.

GENNARD, J. and JUDGE, G. (2005) *Employee relations*. 4th ed. London: Chartered Institute of Personnel and Development.

KERSLEY, B et al. (2005) *Inside the workplace: first findings from the 2004 workplace employment relations survey.* Economic and Social Research Council.

STOREY, J. (2005) Employee information and consultation: an overview of theory and practice. London: Macmillian.

TOWERS, B.J. and BROWN, W. (2000) *Employment relations in Britain: 25 years of the Advisory, Conciliation and Arbitration Service*. Oxford: Blackwell.

Further recommended reading

ACKERS, P. and WILKINSON, A. (ed). (2003) *Understanding work and employment: industrial relations in transition*. Oxford: Oxford University Press.

CENTRAL ARBITRATION COMMITTEE. (2004) *Annual report 2003/04*. London: Central Arbitration Committee.

CERTIFICATION OFFICE FOR TRADE UNIONS AND EMPLOYERS' ASSOCIATIONS. (2004) *Annual report of the Certification Officer.* London: Certification Office for Trade Unions and Employers' Associations.

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

DANIELS, K. (2004) *Employment Law for HR and Business Students*. London: Chartered Institute of Personnel and Development

JACKSON, T. (2001) *Handling discipline*. London: Chartered Institute of Personnel and Development.

JACKSON, T. (2000) *Handling grievances*. London: Chartered Institute of Personnel and Development.

LEWIS, D. and SARGEANT, M. (2004) *Essentials of employment law*. 8th ed. London: Chartered Institute of Personnel and Development. (9th ed. March 2007)

MCCARTHY, W. (ed). (1992) Legal intervention in industrial relations: gains and losses. Oxford: Blackwell.

MARCHINGTON, M., WILKINSON, A. and ACKER, P. (2001) *Management choice and employee voice*. London: Chartered Institute of Personnel and Development.

MILLWARD, N., BRYSON, A. and FORTH, J. (2000) All change at work? British employment relations 1980–1988, as portrayed by the Workplace Industrial Relations Survey series. London: Routledge.

SUTER, E. (2005) *A guide to employment statutes.* 8th ed. London: Chartered Institute of Personnel and Development.

WALTON, R. and MCKERSIE, R. (1991) A behavioral theory of labor negotiations: an analysis of a social interaction system. 2nd ed. Ithaca, NY: ILR Press.

The following journals are also recommended:

British Journal of Industrial Relations. Oxford: Blackwell Publishing, for the London School of Economics. (Quarterly)

Employee Relations. Bradford: Emerald. (Six times per year)

European Journal of Industrial Relations. London: Sage Publications. (Three times per year)

Human Resource Management Journal. London: Industrial Relations Services and Personnel Publications Limited. (Quarterly)

Impact: Update of CIPD policy and research. London: Chartered Institute of Personnel and Development. (Quarterly)

Incomes Data Services: Industrial Relations Journal. Oxford: Blackwell Publishing. (Six times per year)

IRS Employment Review. London: Industrial Relations Services. (Twice monthly)

Labour Market Trends. London: Office for National Statistics. (Monthly)

People Management. London: Personnel Publications Limited. (Twice monthly)

EMPLOYMENT LAW

Core texts

BENNY, R. SARGEANT, M. and JEFFERSON M. (2004) Questions and answers in employment law 2003–2004. Oxford: Oxford University Press.

BOWERS, J. and HONEYBALL, S. (2004) *Textbook on labour law.* 8th ed. Oxford: Oxford University Press.

KIDNER, R. (2005) *Blackstone's statutes on employment law 2005–2006* Oxford: Oxford University Press.

PAINTER, R. and HOLMES, A. (2004) Cases and materials on employment law. 5th ed. Oxford: Oxford University Press.

Further recommended reading

DANIELS, K. (2004) *Employment law for HR and business students*. London: Chartered Institute of Personnel and Development.

DEAKIN, S. and MORRIS, G. (2004) Labour law. 4th ed. London: LexisNexis.

DESMOND, H., JONES, E. and ANTILL, D. (2005) Employment law. 2nd ed. Sweet & Maxwell.

LEWIS, D. and SARGEANT, M. (2004) *Essentials of employment law*. 8th ed. London: Chartered Institute of Personnel and Development. (9th ed. March 2007)

SELWYN, N. (2004) Law of employment. 13th ed. London: Butterworths Tolley.

SUTER, E. (2005) *A guide to employment statutes*. 8th ed. London: Chartered Institute of Personnel and Development.

UPEX, R., BENNY, R. and HARDY, S. (2004) Labour law. London: LexisNexis.

WILLEY, B. (2003) Employment law in context. 2nd ed. London: Prentice Hall.

The following journal is also recommended:

IRS Employment Review - Employment Law. (Twice monthly)

*Note that a clean unmarked copy of a statute book may be taken into the PDS Employment Law examination. Any statute book is acceptable. Highlighter and blank post-it notes may be used to mark sections but no writing at all is permitted in the book.

Useful websites:

www.dti.gov.uk - Department of Trade & Industry

www.acas.org.uk - Advisory, Conciliation and Arbitration Service

www.emplaw.co.uk - resource for British Employment Law

HEALTH AND SAFETY

Core texts

HAMMOND SUDDARDS EDGE (2002) *Health and safety at work. Legal Essentials.* London: Chartered Institute of Personnel and Development.

HEALTH AND SAFETY EXECUTIVE. (2003) *Managing health and safety: five steps to success.* Sudbury: HSE Books, 2003. [HSE Info-line: 08701 545500. Fax: 02920 859260. Address: Broad Lane, Sheffield S3 7HQ].

HEALTH AND SAFETY EXECUTIVE. (1997) Successful health and safety management. 2nd ed. Sudbury: HSE Books.

Counselling/Welfare

Core texts

CONLON, P. (1991) The Post Office welfare service. Employee Counselling Today. Vol. 3, No. 5.

EGAN, G. (2002) The skilled helper: a problem-management and opportunity-development approach to helping. 7th ed. Pacific Grove, CA: Brooks/Cole.

NELSON-JONES, R. (1997) Practical counselling and helping skills: text and exercises for the lifeskills counselling model. 4th ed. London: Cassell.

Stress

Core texts

COOPER, C., SLOAN, S. and WILLIAMS, S. (1988) Occupational stress indicator: management guide. Windsor: NFER Nelson.

EARNSHAW., J. and COOPER, C. (2001) *Stress and employer liability*. 2nd ed. London: Chartered Institute of Personnel and Development.

Redundancy Counselling

Core texts

ADVISORY, CONCILIATION AND ARBITRATION SERVICE. (2002) *Redundancy handling*. Revised. ed. London: Advisory, Conciliation and Arbitration Service. (Advisory booklet)

ALI, L. and GRAHAM, B. (1996) Counselling approach to careers guidance. London: Routledge.

Occupational Health

Core texts

INSTITUTE OF PERSONNEL AND DEVELOPMENT. (1995) *The IPD guide on occupational health and organisational effectiveness*. London: Institute of Personnel and Development.

SOCIETY OF OCCUPATIONAL MEDICINE and FACULTY OF OCCUPATIONAL MEDICINE. (1996) *Managing the health of your business*. London: Society of Occupational Medicine. (6 St Andrews Place, Regents Park, London NW1 4LB. Tel: 020 7486 2641)

Survey Research

Core text

OPPENHEIM, A. (1992) *Questionnaire design, interviewing and attitude measurement.* 2nd ed. London: Pinter.