

# Chartered Institute of Personnel and Development

## Library holdings list September 2009

Certificate in Training Practice

Certificate in Personnel Practice

Certificate in Recruitment and Selection

Certificate in Employment Relations, Law and Practice

Certificate in Coaching and Mentoring

Certificate in Business Awareness and Advanced Professional Study

## **Contents**

Certificate in Training Practice.....	3
Certificate in Personnel Practice.....	4
Certificate in Recruitment and Selection.....	5
Certificate in Employment Relations, Law and Practice.....	6
Certificate in Coaching and Mentoring.....	7
Certificate in Business Awareness and Advanced Professional Study .....	13

## **Certificate in Training Practice**

### **Core texts**

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

HACKETT, P. (2003) *Training practice*. 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.

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

### **Further recommended reading**

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

MALONE, S. (2003) *Learning about learning: an A–Z of training and development tools and techniques*. London: Chartered Institute of Personnel and Development.

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

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

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

## **Certificate in Personnel Practice**

### **Core texts**

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

CURRIE, D. (2006) *Introduction to human resource management: a guide to personnel in practice*. London: Chartered Institute of Personnel and Development.

MARTIN, M. and JACKSON, T. (2005) *Personnel practice*. 4th ed. 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.

### **Further recommended reading**

ARMSTRONG, M. and BARON, A. (2005) *Managing performance: performance management in action*. London: Chartered Institute of Personnel and Development.

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

DESSLER, G. (2008) *A framework for human resource management*. 5<sup>th</sup> ed. Upper Saddle River, NJ: Prentice Hall.

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.

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

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

STREDWICK, J. (2005) *An introduction to human resource management*. 2<sup>nd</sup> ed. Oxford: Butterworth-Heinemann.

THOMSON, R. (2002) *Managing people*. 3rd ed. Oxford: Butterworth-Heinemann.

WEIGHTMAN, J. (2004) *Managing people*. 2nd ed. London: Chartered Institute of Personnel and Development.

## **Certificate in Recruitment and Selection**

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

ILES, P. (1999) *Managing staff selection and assessment*. Buckingham: Open University Press.

KLINVEX, K.C., O'CONNELL, M.S. and KLINVEX, C.P. (1999) *Hiring great people*. New York: McGraw-Hill.

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.

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

SCHMITT, N. and CHAN, D. (1998) *Personnel selection: a theoretical approach*. Thousand Oaks, CA: Sage.

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

## **Certificate in Employment Relations, Law and Practice**

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

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

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

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

LEWIS, P., THORNHILL, A. and SAUNDERS, M. (2003) *Employee relations: understanding the employment relationship*. Harlow: Financial Times/Prentice Hall.

WILLEY, B. (2003) *Employment law in context: an introduction for HR professionals*. 2nd ed. Harlow: Financial Times/Prentice Hall.

## **Certificate in Coaching and Mentoring**

### **Core texts**

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

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

STARR, J. (2007) *The coaching manual: the definitive guide to the process, principles and skills of personal coaching*. 2<sup>nd</sup> ed. London: Prentice Hall.

WHITMORE, J. (2009) *Coaching for performance: GROWing human potential and purpose – the principles and practice of high-performance coaching*. 4th rev ed. London: Nicholas Brealey.

### **Further recommended reading**

ADAIR, J. (2009) *Effective communication: the most important management skill of all*. 2<sup>nd</sup> rev ed. London: Pan Books.

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.

BIRCH, P. (2001) *Instant coaching: inspire others to reach their potential now*. London: Kogan Page.

BOLT, P. (2000) *Coaching for growth: how to bring out the best in your team and yourself*. Dublin: Oak Tree Press.

CARTER, A. (2006) *Practical methods for evaluating coaching*. Brighton: Institute for Employment Studies.

CARTER, L., ULRICH, D. and GOLDSMITH, M. (eds). (2005) *Best practices in leadership development and organization change: how the best companies ensure meaningful change and sustainable leadership*. San Francisco, CA: Jossey-Bass/Pfeiffer.

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

CLUTTERBUCK, D. and RAGINS, B. (2002) *Mentoring and diversity: an international perspective*. Oxford: Butterworth-Heinemann.

CLUTTERBUCK, D., MATTHEWMAN, L. and LANE, G. (2004) *The situational mentor: an international review of competencies and capabilities in mentoring*. Aldershot: Gower.

CRANWELL-WARD, J., BOSSONS, P. and GOVER, S. (2004) *Mentoring: a Henley review of best practice*. Basingstoke: Palgrave Macmillan.

CUNNINGHAM, I., DAWES, G. and BENNETT, B. (2001) *The coaching skill-builder activity pack*. New York: Amacom.

- DE HAAN, E. (2008) *Relational coaching: journeys towards mastering one-to-one learning*. Chichester: Wiley.
- DIXON, T. and VALENTINE, H. (2003) *The performance coach: seeking coaching excellence*. Aldershot: Gower.
- DOWNEY, M. (2003) *Effective coaching: lessons from the coaches' coach*. 2<sup>nd</sup> ed. New York: Texere.
- EVANS, J. (2003) *Goal-setting in a one-to-one coaching environment* (online). London: Chartered Institute of Personnel and Development.  
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[www.cipd.co.uk/onlineinfodocuments/atozresources.htm](http://www.cipd.co.uk/onlineinfodocuments/atozresources.htm) [Accessed 23 June 2009].
- FAIRLEY, S. and STOUT, C. (2004) *Getting started in personal and executive coaching: how to create a thriving coaching practice*. Hoboken, NJ: Wiley.
- FOURNIES, F.F. (2000) *Coaching for improved work performance*. Rev. ed. New York: McGraw-Hill.
- GREENE, J. and GRANT, A. (2003) *Solution-focused coaching: managing people in a complex world*. Harlow: Pearson Education.
- HALE, R. and WHITLAM, P. (2000) *Powering up performance management: an integrated approach to getting the best from your people*. Aldershot: Gower.
- HARGREAVES, D.H. (2004) *Learning for life: the foundations of lifelong learning*. Bristol: Policy Press.
- HUNT, J.M. and WEINTRAUB J.R. (2007) *The coaching organization: a strategy for developing leaders*. Thousand Oaks, CA: Sage.
- INCOMES DATA SERVICES. (2004) *Mentoring*. London: Incomes Data Services.
- JOHNSON, W.B and RIDLEY, C.R. (2009) *Elements of mentoring*. 2<sup>nd</sup> rev ed. Basingstoke: Palgrave Macmillan.
- KAY, D. and HINDS, R. (2009) *A practical guide to mentoring: how to help others achieve their goals*. 4<sup>th</sup> rev ed. Oxford: How to Books.
- KLASEN, N. and CLUTTERBUCK, D. (2002) *Implementing mentoring schemes: a practical guide to successful programs*. Oxford: Butterworth-Heinemann.
- KNIGHTS, A. and POPPLETON, A. (2008) *Developing coaching capability in organisations*. London: Chartered Institute of Personnel and Development.
- KOCHAN, F. (2002) *The organizational and human dimensions of successful mentoring programs and relationships*. Greenwich, CT: Information Age.
- LEIBLING, M. and PRIOR, R. (2003) *Coaching made easy: step-by-step techniques that get results*. London: Kogan Page

- LEWIS, G. (2000) *The mentoring manager: strategies for fostering talent and spreading knowledge*. London: Prentice Hall.
- LONDON, M. (2001) *How people evaluate others in organizations*. Mahwah, NJ: Lawrence Erlbaum.
- MACKINTOSH, A. (2003) *The successful coaching manager: theory and practical advice on how to best manage and lead your direct reports and teams*. Leicester: Matador.
- MARKLE, G.L. (2000) *Catalytic coaching: the end of the performance review*. Westport, CT: Quorum Books.
- MARTIN, C. (2001) *The life coaching handbook: everything you need to be an effective life coach*. Carmarthen: Crown House Publishing.
- MCGURK, J. (2008) *Coaching and buying coaching services*. 2<sup>nd</sup> ed. London: Chartered Institute of Personnel and Development. (Guide). Available at:- [www.cipd.co.uk/onlineinfodocuments/atozresources.htm](http://www.cipd.co.uk/onlineinfodocuments/atozresources.htm) [Accessed 23 June 2009].
- MCLEOD, A. (2003) *Performance coaching: the handbook for managers, HR professionals and coaches*. Carmarthen: Crown House Publishing.
- MURRAY, M. (2001) *Beyond the myths and magic of mentoring: how to facilitate an effective mentoring process*. 2<sup>nd</sup> rev ed. San Francisco, CA: Jossey Bass.
- O'CONNOR, J. and LAGES, A. (2004) *Coaching with NLP: how to be a master coach*. London: Element.
- PARKIN, M. (2001) *Tales for coaching: using stories and metaphors with individuals and small groups*. London: Kogan Page.
- PARSLOE, E. and LEEDHAM, M. (2009) *Coaching and mentoring: practical conversations to improve learning*. 2<sup>nd</sup> rev ed. London: Kogan Page.
- PEGG, M. (2003) *The mentor's book: helping people to achieve their picture of perfection*. Cirencester: Management Books 2000.
- PHILIP, K., SHUCKSMITH, J. and KING, C. (2004) *Sharing a laugh? A qualitative study of mentoring interventions with young people*. York: Joseph Rowntree Foundation.
- ROSINSKI, P. (2003) *Coaching across cultures: new tools for leveraging national, corporate and professional differences*. London: Nicholas Brealey.
- SALISBURY, F., NEARY, C. and O'CONNOR, K. (2001) *Coaching champions: how to get the absolute best out of your salespeople*. Dublin: Oak Tree Press.
- SEGERMAN-PECK, L.M. (2000) *Essentials of: setting up a mentoring scheme*. London: Segerman-Peck Publishing.
- SEGERMAN-PECK, L.M. (2000) *Essentials of: using your mentor wisely*. London: Segerman-Peck Publishing.

SKIFFINGTON, S. and ZEUS, P. (2003) *Behavioral coaching: how to build sustainable personal and organizational strength*. Sydney: McGraw-Hill.

SLOMAN, M. (2003) *Focus on the learner* (online). London: Chartered Institute of Personnel and Development. (Change agenda).

Available at:-

[www.cipd.co.uk/onlineinfodocuments/atozresources.htm](http://www.cipd.co.uk/onlineinfodocuments/atozresources.htm) [Access 23 June 2009]

SMITH, G. (2004) *Leading the professionals: how to inspire and motivate professional service teams*. London: Kogan Page.

THORNE, K. (2001) *Personal coaching: releasing potential at work*. London: Kogan Page.

THORNE, K. (2004) *Coaching for change: practical strategies for transforming performance*. London: Kogan Page.

#### ALREADY INCLUDED IN CORE TEXTS SECTION

WHITTAKER, M. and CARTWRIGHT, A. (2000) *The mentoring manual*. Aldershot: Gower.

ZEUS, P. and SKIFFINGTON, S. (2000) *The complete guide to coaching at work*. Sydney: McGraw-Hill.

ZEUS, P. and SKIFFINGTON, S. (2002) *The coaching at work toolkit: a complete guide to techniques and practices*. New York: McGraw-Hill.

#### Journal articles

ALRED, G. and GARVEY, B. (2001) Learning to produce knowledge: the contribution of mentoring. *Organisations & People*. Vol 8, No 2, May. pp17-24.

ALLEN, A. (2002) No soft touch. *People Management*. Vol 8, No 19, 26 September. pp46-47.

ALLEN, D. (2003) Two's company. *People Management*. Vol 10, No 1, 15 January. pp41-42.

ARMSTRONG, S., ALLINSON, C. and HAYES, J. (2002) Formal mentoring systems: an examination of the effects of mentor/protégé cognitive styles on the mentoring process. *Journal of Management Studies*. Vol 39, No 8, December. pp1111-1137.

ATCHLEY, S., COOMBER, J. and GOODGE, P. (2000) Emotionally intelligent coaching. *Competency and Emotional Intelligence*. Vol 7, No 4, Summer. pp20-23.

BARRETT, R. (2002) Mentor supervision and development. *Organisations & People*. Vol 9, No 2. May. pp25-34.

BEAMONT, S. (2002) Coaching for business success. *Selection and Development Review*. Vol 18, No 2, May. pp7-10.

Coaching: one solution to a tight training budget. (2002) *HR Focus*. Vol 79, No 8, August. pp7,10.

CRITCHLEY, B. (2003) How the coach can innovate. *Training Magazine*. March. pp22-23.

DAVIDSON, S. (2002) How to choose the right coach. *People Management*. Vol 8, No 10, 16 May. pp54-55.

HAMILTON, B. and SCANDURA, T. (2003) E-mentoring: implications for organizational learning and development in a wired world. *Organizational Dynamics*. Vol 31, No 4, January. pp388-402.

HIGGINBOTTOM, K. (2004) Oscar winners. *People Management*. Vol 10, No 22, 11 November. pp44-45.

KUBICEK, M. (2002) Is coaching being abused? *Training Magazine*. May. pp12-14.

KUBICEK, M. (2004) Be one step ahead. *Training Magazine*. October. pp21-23.

LEE, G. and PICK, L. (2004) How to buy coaching. *People Management*. Vol 10, No 5, 11 March. pp50-51.

LUDEMAN, K. and ERLANDSON, E. (2004) Coaching the alpha male. *Harvard Business Review*. Vol 82, No 5, May. pp58-67.

LUTHANS, F. and PETERSON, S. (2003) 360-degree feedback with systematic coaching: empirical analysis suggests a winning combination. *Human Resource Management*. Vol 42, No 3, Fall. pp243-256.

MCCREDIE, H. (2003) Coaching for competency. *Competency and Emotional Intelligence*. Vol 10, No 3, Spring. pp29-33.

MOLONEY, K. (2004) Multiple choice. *People Management*. Vol 10, No 5, 11 March. pp40-41.

PETTITT, J. (2004) Mentoring will motivate. *Personnel Today*. 13 April. pp20-21.

POE, A. (2002) Establish positive mentoring relationships. *HR Magazine*. Vol 47, No 2, February. pp62-69.

QUIRKE, B. and WALTERS, D. (2003) What every manager should know about communication. *Strategic Communication Management*. Vol 7, No 5, August/September. pp26-29.



## **Certificate in Business Awareness and Advanced Professional Study**

### **Unit 1 Research and reasoning skills in a business context**

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

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

### **Unit 2 Understanding the business environment**

CAPON, C. and DISBURY, A. (2004) *Understanding organisational context: inside and outside organisations*. 2nd ed. Harlow: Financial Times/Prentice Hall.

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

JOHNSON, G., SCHOLLES, K. and WHITTINGTON, R. (2007) *Exploring corporate strategy: text and cases*. 8th ed. Harlow: Financial Times/Prentice Hall.

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

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

NEWELL, H. and SCARBROUGH, H. (2002) *Human resource management in context: a case study approach*. Basingstoke: Palgrave Macmillan.

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.

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

### **Unit 3 Self-management and study skills for professional development**

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

GILES, K. and HEDGE, N. (1994) *The manager's good study guide*. Milton Keynes: Open University Worldwide.

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

MALONE, S. (2003) *Learning about learning: an A-Z of training and development tools and techniques*. 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.

PAYNE, E. and WHITTAKER, L. (2006) *Developing essential study skills*. 2<sup>nd</sup> ed. Harlow: Financial Times/Prentice-Hall.

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

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

TYLER, S. (2007) *The manager's good study guide*. 3<sup>rd</sup> rev. ed. Milton Keynes: Open University Worldwide.

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

#### **Unit 4 Quantitative skills for business analysis**

BEE, F. and BEE, R. (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.