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- † **Idiot-proof steps** to nurturing a dedicated and organized team
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Arthur R. Pell, Ph.D.

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# Complete Guide Idiots To Managing People

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to Managing People Macmillan General Reference Staff, Macmillan Publishing, Macmillan General Reference, Pell Arthur, 1998-07-01 The Complete Idiot's Guide to Human Resource Management Arthur R. Pell, 2001 You're no idiot of course. You know that your employees are essential to your company's success. But when it comes to training, motivating, hiring, and firing them, you feel like a few of the many hats you wear don't fit as well as they should. Don't outsource your HR function just yet. **The Complete Idiot's Guide to Human Resource Management** will simplify everything you need to know about the people business. In this **Complete Idiot's Guide**, you learn how to locate, hire, and retain the most qualified people for positions. What you need to know about the law and regulations to avoid costly legal battles. How to organize and administer an effective compensation and benefits plan. Training tools and techniques to boost employee motivation and performance.

**The Complete Idiot's Guide to Entertaining** Holly Collins, Thomas Randleman, 1996 Whether the occasion is a sit-down dinner for four or a surprise party for 400, these authors are on the ready with terrific suggestions and step-by-step instructions on everything from planning the menu to shopping, cooking, and even cleaning up. With tips on party themes, humorous ice breakers, buying or renting equipment, creating invitations, and more, this is the perfect book for the novice host or seasoned veteran. Complete Idiot's Guide to Recruiting the Right Stuff Arthur R. Pell, 2000 PLEASE PROVIDE COURSE INFORMATION PLEASE PROVIDE *The Complete Idiot's Guide to Choosing, Training, and Raising a Dog* Sarah Hodgson, 1996 Practical and entertaining, here is complete advice on choosing the right dog for the family plus easy-to-follow training instructions that make quick work of discipline. An out-of-control pet can throw a household into complete chaos, upsetting dog and owner alike, but with Hodgson on board, readers will be well on their way to a well-behaved, well-adjusted

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