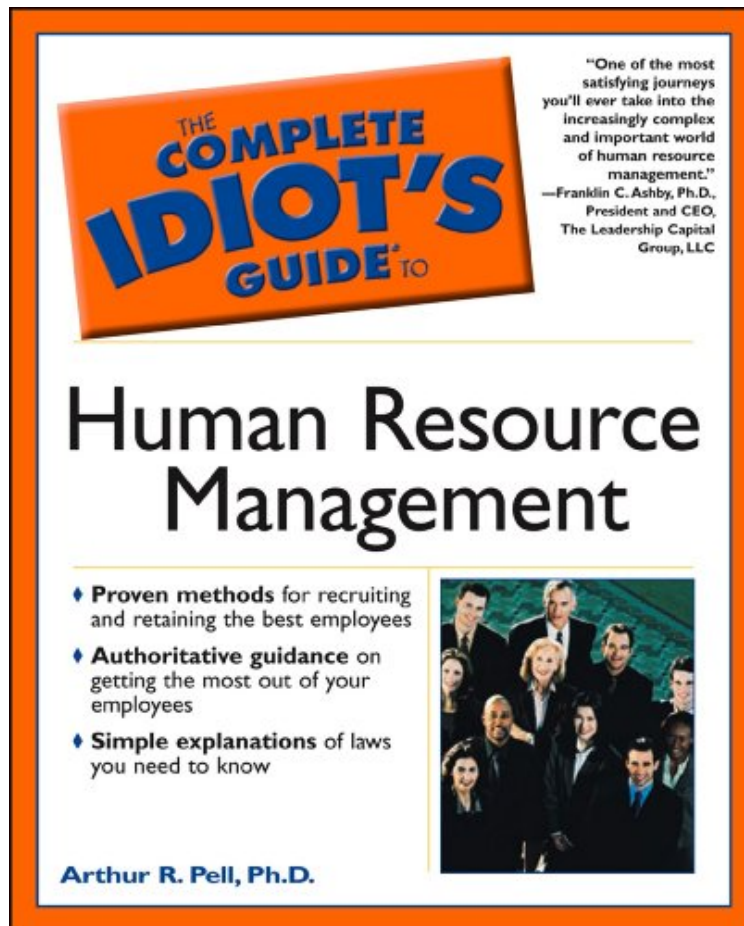


# The Complete Idiot's Guide to Human Resource Management

Arthur Pell

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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 out source 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.

About the Author Arthur R. Pell, Ph.D., was the editor in charge of updating How to Win Friends and Influence People and was for twenty years a consultant to Dale Carnegie Associates, Inc.