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## HUMAN RESOURCE MANAGEMENT READING LIST

### Certificate

#### Introduction to Business

- *Introduction to Business* – ABE Study Manual
- Ian Marcouse, et al., *Business Studies*, 2nd Edition (2003) Hodder Arnold, ISBN: 9780340811108
- John Wolinski and Gwen Coates, *AS Business Studies* 2nd Edition (2008) Philip Allan Updates, ISBN: 9780340959350
- Barry Brindley and Martin Buckley, *Revision Express AS and A2 Business Studies* (2008) Pearson Education, ISBN: 9781408206508
- Michael Barratt and Andy Mottershead, *Business Studies*, Pearson Education, ISBN: 0582405475

#### Introduction to Business Communication

- *Introduction to Business Communication* – ABE Study Manual
- Dr J. Shaw, *Introduction to Business Communication: The Essential Handbook for Students*. Available only from [www.jacademia.co.uk](http://www.jacademia.co.uk).

#### Managing People

- Michael Armstrong, *How to Manage People*, (2008) Kogan Page, ISBN: 9780749452414
- Charlotte Rayner, Derek Adam-Smith, eds. *Managing and Leading People*, 2nd Edition, CIPD, ISBN: 9781843982173
- Derek Torrington, Laura Hall, Stephen Taylor, Caro, Atkinson, *Fundamentals of Human Resource Management – Managing People at Work*, (2008) Financial Times/Prentice Hall, ISBN: 978 0273713067



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## **Personnel Administration**

- Malcolm Martin, Tricia Jackson, *Personnel Practice*, 4th Edition (2005) CIPD, ISBN: 9781843981022

## **Diploma**

### **Economic Principles and their Application to Business**

- *Economic Principles and their Application to Business* – ABE Study Manual
- John Sloman, *Economics*, 6th Edition (2006) Pearson Education, ISBN: 9781405847186
- Gregory Mankiw and Mark Taylor, *Economics* (2006) Cengage Learning, ISBN: 9781844801336

## **Organisational Behaviour**

- *Organisational Behaviour* – ABE Study Manual
- Laurie J. Mullins, *Management and Organisational Behaviour*, 8th Edition (2007) Pearson Education, ISBN: 9781405854764
- Rollinson, D, *Organisational Behaviour and Analysis: An Integrated Approach* (2008) Financial Times / Prentice Hall, ISBN: 9780273711148

## **Human Resource Management**

- *Human Resource Management* – ABE Study Manual
- Michael Marchington and Adrian Wilkinson, *Human Resource Management at Work*, 4th Edition (2008) CIPD, ISBN: 9781843982005
- Derek Torrington, Laura Hall, Stephen Taylor, Caro, Atkinson, *Fundamentals of Human Resource Management – Managing People at Work*, (2008) Financial Times/Prentice Hall, ISBN: 978 0273713067

## Human Resource Development

- Reid, M.A., Barrington, H. & Brown, M. (2004) *Human Resource Development; Beyond Training Interventions*, 7th Edition, CIPD, ISBN: 9781843980131
- Walton, J.S. (1999) *Strategic Human Resource Development*, FT Prentice Hall, ISBN: 9780273626367
- Wexley, K.N. & Latham, G.P. (2001) *Developing and Training Human Resources in Organizations*, 3rd Edition, Prentice Hall ISBN: 9780130894977
- Wilson, J.P. (Editor) (2005) *Human Resource Development: Learning and Training for Individuals and Organizations*, 2nd Edition, Kogan Page, ISBN: 9780749443528

## Employment Relations

- J. Gennard, G. Judge, *Employee Relations*, 4th Edition (2005), CIPD, ISBN: 9781843980636
- B. Kersley, C. Alpin, J. Forth, H. Bewley, G. Dix, S. Ocenbridge, *Inside the Workplace: findings from the 2004 Workplace Employment Relations Survey*, (2006) Routledge, ISBN: 9780415378130
- P. Edwards, (ed), *Industrial Relations: theory and practice*, 2nd Edition (2003) Blackwell ISBN: 9780631222583
- Derek Torrington, Laura Hall, Stephen Taylor, Caro, Atkinson, *Fundamentals of Human Resource Management – Managing People at Work*, (2008) Financial Times/Prentice Hall, ISBN: 978 0273713067

## People Planning and Resourcing

- S. Taylor, *People Resourcing* (4th Edition, 2008) CIPD. ISBN: 9781843981985
- S. Taylor, *The Employee Retention Handbook (Developing Practice)* (2002) CIPD, ISBN: 9780852929636

- J. Bratton, J. Gold, *Human Resource Management Theory and Practice*, 4th Edition (2007) Palgrave Macmillan, ISBN: 9780230001749
- Derek Torrington, Laura Hall, Stephen Taylor, Caro, Atkinson, *Fundamentals of Human Resource Management – Managing People at Work*, (2008) Financial Times/Prentice Hall, ISBN: 978 0273713067

### **Personnel Information Systems**

- T. Lucey – *Management Information Systems* (9th Edition, 2004) Thompson Learning, ISBN: 9781844801268
- Martin, M and Jackson, T – *Personnel Practice* (4th Edition, 2005) CIPD, ISBN: 9781843981022
- Michael J.Kavanagh and Mohan Thite, *Human Resource Information Systems, Basics, Applications and Future Directions* (2009) Sage Publications, ISBN: 9781412944564

### **Human Resource Management in Action**

- Derek Torrington, Laura Hall, Steven Taylor, *Fundamentals of Human Resource Management - Managing People at Work* (Dec 2008) ISBN: 9780273713067
- Tom Redman, Adrian Wilkinson, *Contemporary Human Resource Management-Text and Cases* 3rd Edition (Dec 2008) ISBN: 9780273716334

### **Principles of Business Law**

- *Principles of Business Law* – ABE Study Manual
- Selwyn, N.M., *Selwyn's Law of Employment*, 15<sup>th</sup> edition, LexisNexis UK, 2008 ISBN: 9780199235865
- Kidner, R. (2009), *Blackstone's Statutes on Employment Law 2009-2010*, 19<sup>th</sup> edition, Oxford University Press, 2009 ISBN: 9780199569199
- Smith & Keenan, *Company Law*, 14<sup>th</sup> edition, Wild & Weinstein, Pearson Education, 2009, ISBN: 9781405846158

- Hannigan, B. *Company Law*, 2<sup>nd</sup> edition, Oxford University Press, 2009. ISBN: 9780199286386
- French, D. *Blackstone's Statutes on Company Law 2009-2010*, 13<sup>th</sup> edition, Oxford University Press, 2009, ISBN: 9780199569175
- Roach, L. *Card & James' Business Law: for Business and Accounting students*, 1<sup>st</sup> edition, Oxford University Press, 2009, ISBN: 9780199289219

### Useful Websites

When looking up statutes with a view to obtaining extracts you can visit this website: [www.opsi.gov.uk](http://www.opsi.gov.uk)

[www.acas.org.uk](http://www.acas.org.uk)

[www.cre.gov.uk](http://www.cre.gov.uk)

[www.drc.gov.uk](http://www.drc.gov.uk)

[www.eoc.org.uk](http://www.eoc.org.uk)

[www.employmentappeals.gov.uk](http://www.employmentappeals.gov.uk)

[www.publications.parliament.uk](http://www.publications.parliament.uk)

**\*See also the 'Tuition Resources' section of the members area of the ABE website for Revision Notes.**

### Quantitative Methods for Business and Management

- *Quantitative Methods for Business and Management* - ABE Study Manual.
- J. Curwin, and R. Slater, *Quantitative Methods for Business Decisions*, 6th Edition (2007) Cengage Learning, ISBN: 9781844805747



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- F. Dewhurst, *Quantitative Methods for Business and Management* 2<sup>nd</sup> Edition (2006) McGraw-Hill Higher Education ISBN: 0077109023

## Advanced Diploma

### Corporate Strategy and Planning

- *Corporate Strategy* – ABE Study Manual
- Johnson G., Scholes K., Whittington R., *Exploring Corporate Strategy*, 8th edn. (2010) Prentice Hall ISBN -13: 9780273731566
- McGee J., Thomas H., Wilson D., *Strategy Analysis and Practice*, Mc Graw Hill (2005) ISBN 13: 9780077107062
- Pearce J., Robinson R., *Strategic Management*. 11<sup>th</sup> edn., Mc Graw Hill (2008) ISBN -13: 9780071263756
- Grant R.M. *Contemporary Strategy Analysis* 7<sup>th</sup> edn., Wiley(2009) ISBN-13: 9780470747100

### Managing in Organisations

- *Managing in Organisations* – ABE Study Manual
- L.J. Mullins, *Management and Organisational Behaviour*, 8th Edition (2007) FT/Prentice Hall, ISBN: 9781405854764

### Strategic Human Resource Management for Business Organisation

- Iain Henderson, *Human Resource Management for MBA Students* (2008) CIPD, ISBN: 9781843981473
- Mick Marchington and Adrian Wilkinson, *Human Resource Management at Work*, 4th Edition (2008) CIPD, ISBN: 9781843982005
- Derek Torrington, Laura Hall, Stephen Taylor, Caro, Atkinson, *Fundamentals of Human Resource Management – Managing People at Work*, (2008) Financial Times/Prentice Hall, ISBN: 978 0273713067

## Performance Management and Reward

- Stephen J. Perkins, Geoff White, *Employee Reward – alternatives, consequences and contexts*, CIPD London (2008) ISBN: 9781843981565
- Herman Aguinis, *Performance Management*, 2nd Edition, Prentice Hall (Apr 2008) ISBN: 9780138146917
- Derek Torrington, Laura Hall, Stephen Taylor, Caro, Atkinson, *Fundamentals of Human Resource Management – Managing People at Work*, (2008) Financial Times/Prentice Hall, ISBN: 978 0273713067

## Managing Organisational Change and Development

- J.P. Kotter, *Leading Change* (1996) Harvard Business School Press, ISBN 9780875847474
- T Eccles, *Succeeding With Change* (1996) McGraw Hill, ISBN 9780077092665
- J. Yoram and J Main, *Driving Change* (1996) The Free Press, ISBN 9780684827445
- C. Rye, *Change Management* (2001) Kogan Page, ISBN 9780749433802
- Derek Torrington, Laura Hall, Stephen Taylor, Caro, Atkinson, *Fundamentals of Human Resource Management – Managing People at Work*, (2008) Financial Times/Prentice Hall, ISBN: 978 0273713067

**All books recommended can be purchased direct from the listed publisher or from [www.amazon.co.uk](http://www.amazon.co.uk).**

**See below for contact details for some of the publishers mentioned in the reading lists:**

Pearson Education and FT/Prentice Hall - <http://www.pearsoned.co.uk/ContactUs/>

Palgrave Macmillan - <http://www.palgrave.com/contactus/index.asp>

Thomson Learning and Cengage Learning - Tel: +44 (0)20 7067 2500



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CIPD (Chartered Institute of Personnel and Development) -  
<http://www.cipd.co.uk/Bookstore/>

McGraw-Hill Higher Education -  
<http://www.mheducation.com/home/index.shtml>

Butterworth-Heinemann - +44 (0)1865 888000

Philip Allan Updates (Hodder Education Group) - Tel: + 44 (0)20 7873 6000