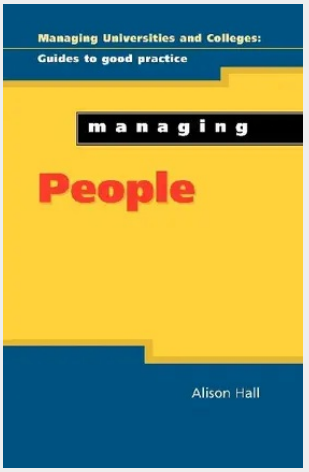
Hall

Managing People

The most important asset of any university or college is its staff, yet the majority of line managers in higher education institutions are not appointed on the basis of their experience of, or expertise in, managing people. This book is a practical guide to people management for these managers. With contributions from Professor Robin Middlehurst, Tom Kennie and Catherine Simm, Alison Hall guides readers through the employment cycle, from recruitment to parting company, addressing en route those issues that cause line managers to lose most sleep. Illustrated throughout with case studies and examples of best practice, the book provides a guide to: effective (and legal) recruitment and selection managing the crucial early days of an appointment leadership, team-building, measuring performance and appraisal managing tricky situations such as sickness absence, discipline, stress, harassment and grievanceshandling the end of an employment relationship fairlyManaging People will be essential reading for HE managers, staff in Human Resource departments, consultants and students and staff involved in HR courses.

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