

Book Synopsis: Effective Management and Best Practice in the Workplace

This publication is meant to be a guide of best practices to be followed across various sectors of the work environment. The information contained in this publication is well suited to Management Personnel, Human Resource Managers, Workplace Trainers in Labour Management / Labour Relations, employees and students pursuing Management or Business Studies. This publication is considered to be a useful tool to be used in all levels of staff training.

Amongst the number of interesting topics examined in the book are:

How to be an Effective Manager

Guide to achieving Effective Management in a Unionized Environment

Effective Leadership and Management in Schools

Workplace Safety and Health: Practices, Procedures, Regulations

Promoting Decent Work in the Hospitality Sector

Protocol for Managing E-Commerce in the Workplace

Discriminatory Employment Practices

Managing HIV/AIDS in the Workplace