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Managing People (Managing Universities and Colleges: Guides to Good Practice (Paperback))

Alison Hall

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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 grievances

handling the end of an employment relationship fairly

Managing 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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