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tactical and strategic level. He has taught numerous PHR/SPHR certification classes under the auspices of the Society for Human Resource Management and is, himself, certified as a Senior Professional in Human Resource Management. He has managed small HR operations as well as large HR organizations. Dr. Phillips is on the faculty of Indiana University South Bend where he teaches graduate and undergraduate human resource classes. He has previously taught courses in training and development at the higher education level. Dr. Phillips publishes frequently in these areas. “ For many people, this book will remove the mystery that has surrounded this exam for years and also ease a great deal of their anxieties. ” – Haley C. Recio, Director of Human Resources and Administration, Teknovus, Inc.

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This pack is made up of the Human Resource Management at Work Textbook and Revision Guide. Details on both are below. The new edition of the best-selling text People Management and Development, Human Resource Management at Work, is the ideal text for anyone looking for a critical look at human resource management theory and practice. Combining the latest academic research with practical approaches to managing HRM in the workplace, the text is suitable for core HRM modules on HRM and business degree programmes and the CIPD People Management and Development module. A 'route map' at the front of the book demonstrates how the text can be used on both CIPD and non-CIPD courses to assist lecture preparation. Revision Guide includes: advice on how to prepare for the exams; guidance on how to avoid common mistakes and how to maximise students' potential; advice on how to approach exam questions; examples of past exam questions with suggestions on how to answer (including examples from the May 2004 exam paper); and examples of responses students

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