



## Employee Management for Small Business (3rd Revised edition)

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By Lin Gensing-Pophal

Self-Counsel Press. Paperback. Book Condition: new. BRAND NEW, Employee Management for Small Business (3rd Revised edition), Lin Gensing-Pophal, This is the one-stop resource for small business owners looking to improve their staff management. Finding and keeping good staff is crucial to the success of every business - whether it has one or one hundred employees - but it's not easy. This book provides small business owners with the tools and knowledge required to take an active and positive approach to developing an effective HR plan. Featuring expert advice and information, written in a clear and accessible manner, "Employee Management for Small Business" teaches readers how to: Develop interview and questioning skills; Select the best candidate(s); Conduct performance evaluations; Maintain and motivate your workforce; and, Manage dismissals and departures. This volume also includes a free Windows and Mac compatible CD-ROM featuring dozens of reproducible forms and checklists specifically designed to help small businesses save time.



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