



HR for Small Business For Dummies - UK

Marc Bishop, Sharon Crooks

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HR for Small Business For Dummies - UK Marc Bishop, Sharon Crooks **Your handy, authoritative guide to small business HR**

Packed with practical tips and advice on how to handle tricky people situations in the workplace, this friendly guide shows anyone without a ton of HR experience how to correctly—and legally—utilise HR practises within a small business. From hiring to firing, managing performance to leading change—and everything in between—*HR For Small Business For Dummies* ensures you and your organisation are prepared for whatever may come knocking on your human resource department's door.

Written by a team of authors that runs PlusHR—an organisation that provides outsourced HR services to small- and medium-sized companies—*HR For Small Business For Dummies* offers a thorough and accessible understanding of what HR is, how it works and what key UK legislation you need to know to resolve issue-led HR problems. Throughout the book, the emphasis is on communication and how you may need to tweak your strategy as your business grows, while special attention is given to how an owner's personal style of leadership and management impacts everyone within a company.

- Build a recruitment strategy and establish successful HR practises
- Understand your legal and financial responsibilities as an employer
- Minimise your growing or shrinking pains—for you and your people
- Avoid the pitfalls of discrimination, bullying and unfair dismissal

If you're an SME owner, director or practitioner who needs to know more about HR issues and how to best resolve them, *HR For Small Business For Dummies* cuts through the clutter and offers practical, day-to-day guidance on running an effective HR department.



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