

Welcome Notes For Students

If you're a student and have gotten this far...

How Do I Know The Contents Will Be Interesting?

The teaching materials have been tried and reviewed by postgraduate and undergraduate students from all around the world.

The fact is, I don't like delivering dull lectures and seminars anymore than you want to sit through them. So I've put a lot of thought and effort into designing learning tools linked into the study programme that are interesting, even fun to do. Also, anonymous academic reviewers, colleagues from several universities and experienced publishers have provided thoughtful recommendations and comments, which have improved the book's contents and design.

HR Student?

If you're an HR student, by working on these materials you'll learn about the integrated approach to HR, which may change the way you see your present/future career, as well as help you to succeed in your HR programme. It will enable you to develop the knowledge and skills to understand the strategic managerial place of HR in organisations.

Management Student?

If you're a management student on a full- or part-time degree programme, you will learn about the kind of knowledge and skills to succeed in your course and help you to be a more successful manager. If you are already in a job you may be looking for the next step in management. Read on to learn how to be a more effective manager.

There are more SME's (small to medium size enterprises) than large corporations around the globe. Many SME's or family businesses do not have/ can not afford to have a HR specialist, so managers/ future managers need to be able to plan the development of their staff and understand strategic HR issues so that they can select, develop and motivate their teams.

International Student? Thinking Local & Global

In a global economy effective HR is both locally sensitive and globally aware. In the following activities you will find discussion and materials about management from around the globe. There is also a chapter on International HR and how to plan and manage expatriate deployments. The activities help you to develop the knowledge and skills to manage people in a global context.

The Voluntary Sector?

Are studying or interested in the voluntary sector? I have helped to design and have taught on a Masters programme specifically for the voluntary sector (Voluntary Action Management), so I recognise that there are differences in the needs and motivations of volunteers compared to paid employees. Conversely, if commercial managers are encouraged to develop the most effective attitudes, knowledge and skills to increase profits, then it is arguably just as, if not more applicable, for people to work effectively in the voluntary sector. Be the best you can be to help others.

Not Sure What You Would Like To Do?

That's OK. Though a chat with your University's careers advice team could help you clarify the options. In the following activities you'll learn about a variety of

organisations, including large international corporations, SME's, public sector organisations and the voluntary/charity sector. You'll be reading about real people in real organisations and how they have or have not managed HR effectively.

Learn About Yourself

You will also learn about yourself and others by using the personal development questionnaires and activities, which can help you to get a clearer picture about who you are and what interests you most.

Can You Tell Me All The Answers Please?

In common with the vast majority of students, you want to do really well in your study programme. There are grades to attain and employers to impress...

You may like to believe that there are perfect answers that can give you perfect grades. Indeed, if this were an elementary mathematics handbook you would be correct. However, with people simple sums do not always produce neat solutions.

So, can I reassure you that I do not have all the answers to everything, and neither does anyone else! What I would encourage you to do is engage in discussions with your fellow students, read different writers' ideas and listen to your lecturers. Your lecturers have invested many hours, years in doing what you are setting out to do so they are excellent guides to help you succeed. Learn to think for yourself and integrate ideas across disciplines and subject areas. Think outside the boxes.

Note From The Author To Students

You may be working your way through university for the first time or studying for a postgraduate qualification as a mature student. Learning is a life-long journey. This book can help you to take some important steps forward in your career path.

Throughout my working life I have enjoyed being involved in new and interesting work projects. This has included both paid work in management, consultancy and lecturing as well as voluntary work. My dad once told me that 'knowledge takes up no space'. In other words it's always worthwhile learning new transferable skills. I have never stopped being excited by learning something new.

If you would like me to come and talk to your programme, please ask your programme leader to contact me. I'll do my best to come to your university, work schedules and my student responsibilities permitting.

I wish you every success.

Michael L. Nieto