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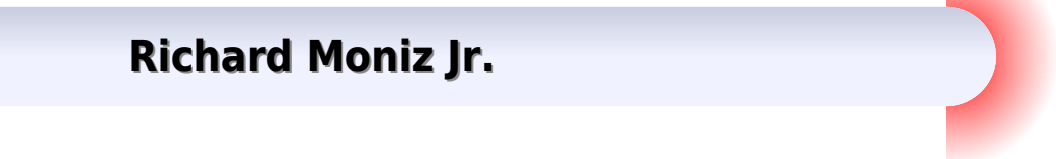


BY BOB NELSON

Foreword by Ken Blanchard, coauthor of *The One Minute Manager*

The Bob Nelson 1001 Ways Library

Richard Moniz Jr.



The Bob Nelson 1001 Ways Library:

The Library Leader's Guide to Human Resources Steve Albrecht, 2025-05-13 The human resources HR function for libraries can range in size and scope depending on the size of the library The complexities of HR today call for a guiding manual to help keep the multitude of processes fair legal and accurate This book provides the level of detail for new and seasoned HR leaders to use to staff and operate their libraries with the best employees they can find It offers legal advice from labor law attorneys and operational steps policies and processes from Dr Steve Albrecht a longtime HR consultant for municipal government Even with the support of an HR Department however large or small all library leaders who have supervisory responsibility over their staff hiring firing performance evaluation assigning job duties must have a working updated knowledge of HR issues related to employing people in their branches And don't forget that even student interns unpaid volunteers and part time employees have similar employment rights as full time paid employees This means that besides the myriad of other duties required to run a safe efficient useful library for the community library leaders from the Director to the department heads to the managers to the frontline supervisors to the PIC Person in Charge on each work shift each must know what they can and cannot do when it comes to HR laws policies guidelines and best practices This includes legal issues related to screening interviewing and hiring applicants successful on boarding and new employee orientation programs coaching for improved work performance or employee behavior mentoring employees for both promotional opportunities and succession planning the challenges of attendance sick leave ADA and FMLA issues fair and legal performance evaluations working with employees in a union or an association HR practices related to testing promoting disciplining or terminating library employees and keeping all employees motivated and connected using wellness stress management and programs to prevent burnout or quiet quitting Other books for library leaders may touch on HR issues as part of a broader look at supervising employees This book will focus on it **1001 Ways to Take Initiative at Work** Bob B. Nelson, 1999-10-01 1001 WAYS to Take Initiative at Work is about managing up about employees taking ownership of their jobs whether it's an assistant working for a manager or a VP working for the CEO Third in the 1001 Ways series by bestselling business writer Bob Nelson whose 1001 Ways to Reward Employees and 1001 Ways to Energize Employees have over 900 000 copies in print TAKE INITIATIVE is the first management book for employees Weaving together case studies examples quotes research highlights and the author's own Tool Box of management techniques and exercises this practical handbook will show every reader how to develop self leadership set goals create learning opportunities take risks build a team sell ideas and work both within and outside the larger organization Taking initiative is about a former secretary at Johnsonville Foods who originated and now runs the company's thriving mail order business It's about a technical writer who created Xerox's popular webmaster website And it's about you As Bob Nelson proves employees have much more power than they think taking initiative is how to harness that power and reap its rewards By the bestselling author of 1001 Ways to

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