

**THƯ MỤC CHUYÊN ĐỀ QUẢN LÝ VÀ PHÁT TRIỂN NGUỒN NHÂN LỰC
(GIAI ĐOẠN XUẤT BẢN TỪ NĂM 2011-2023)**

60	Giáo trình kinh tế nguồn nhân lực / TS.Nguyễn Mậu Dũng, chủ biên.. - H.; : Lao động - xã hội, 2011. - 150 tr. ; 27 cm., Phân loại: 331.071 1 NGD 2011, Giáo trình
61	Nguồn lực trí tuệ Việt Nam: Lịch sử, hiện trạng và triển vọng / Nguyễn Văn Khánh, chủ biên, Nguyễn Vũ Hào, ... [et al.]. - H. : Quốc gia - sự thật, 2012 - 474 Tr. ; 16 x 24 cm, Phân loại: 331.11 NGK 2012, Tài liệu tham khảo
62	Suy thoái kinh tế và những thách thức đối với giải quyết việc làm thanh niên hiện nay / Đặng Nguyên Anh, Mai Văn Hai, Phạm Ngọc Tân.... - H. : Khoa học - xã hội, 2014 - 123 Tr. ; 15 x 21 cm, Phân loại: 331.120 842 ĐAN 2014, Tài liệu tham khảo
63	Where the jobs are : entrepreneurship and the soul of the American economy / John Dearie, Courtney Geduldig.. - USA. : Wiley, 2013 - xxiii, 246 pages : 24 cm, Phân loại: 331.120 973 DEA 2013, Tài liệu tham khảo
64	Clash of the generations : managing the new workplace reality / Valerie M. Grubb.. - Hoboken : Wiley, 2017. - xv, 192 pages ; 22 cm., Phân loại: 331.3 GRU 2017, Tài liệu tham khảo Tóm tắt: This book presents case studies and interviews with representatives of companies with age-diverse workforces, detailing innovative strategies for smoothing out the bumps and helping everyone work together. Managers have long wished that their positions came with an instruction manual, and this book delivers with a host of effective inter-generational management strategies illustrated by real-world companies. Manage the multi-generation workplace more effectively Navigate the generational culture clash Adopt proven strategies for helping everyone get along Promote a more positive culture amidst clashing expectations

65	<p>Human + machine : reimagining work in the age of AI / H. James Wilson and Paul R. Daugherty.. - Boston : Harvard business review press, 2018. - pages cm. , Phân loại: 331.256 DAU 2018, Tài liệu tham khảo</p> <p>Tóm tắt: Artificial intelligence (AI) is transforming how we work right now. Are you ready? In the past, robots were typically large pieces of machinery, sectioned off from human workers to perform precise, mechanical tasks on an assembly line. But now, bots and other AI technologies go far beyond this in augmenting human capabilities--not just robots on the factory floor of an auto plant, but algorithms in the back office of a healthcare insurer and chatbots interacting with retail customers. Unlike any software tool or service that's come before, artificial intelligence has the power to profoundly change the very nature of work itself--and this is happening in all kinds of enterprises and across all functions of the organization. There's a current and growing imperative: businesses that understand how to harness AI can surge ahead, while those who neglect it are in danger of being left behind. In Human + Machine, Accenture technology leaders H. James Wilson and Paul R. Daugherty vividly illustrate how AI is redefining work and the economy. At the core of this paradigm shift is the transformation of business processes--all the step-by-step tasks that take place within an organization, from operations to customer service to workers' own personal productivity habits. As humans and smart machines collaborate ever more closely, work processes become more fluid and adaptive, enabling companies to change them on the fly--or completely reimagine them</p>
66	<p>Giáo trình Quan hệ lao động / Vũ Hoàng Ngân, Vũ Thị Uyên (ch.b).. - H. : Đại học Kinh tế quốc dân, 2019. - 285 Tr. ; 16 x 24 cm., Phân loại: 331.0711 GIA 2019, Tài liệu tham khảo</p> <p>Tóm tắt: Trình bày tổng quan về quan hệ lao động, các chủ thể của quan hệ lao động, hợp đồng lao động, thương lượng tập thể và thoả ước lao động tập thể, tranh chấp lao động và đình công, quan hệ lao động trong khu vực công, quan hệ lao động tại một số nước trên thế giới</p>
67	<p>Giáo trình Thị trường lao động / B.s.: Trần Xuân Cầu (ch.b.), Hoàng Thị Huệ, Phạm Hương Quỳnh.. - H. : Đại học kinh tế quốc dân, 2020. - XI, 320 tr. : 16 x 24 cm., Phân loại: 331.120711 TRC 2020, Tài liệu tham khảo</p> <p>Tóm tắt: Trình bày tổng quan về thị trường lao động; cung và cầu lao động; quy luật cung cầu trên thị trường; dự báo phát triển thị trường lao động; thị trường lao động Việt Nam và cơ chế vận hành; sự phát triển của thị trường lao động quốc tế và quá trình hội nhập của thị trường lao động Việt Nam</p>
68	<p>Giáo trình lý thuyết nhận dạng ứng dụng trong quản lý / GS.TS. Đỗ Hoàng Toàn. - H.: Khoa học và Kỹ thuật ; 2011 - 420 Tr. ; 24 cm, Phân loại: 658.307 11 DOT 2011, Tài liệu tham khảo</p>

69	Quản trị nguồn nhân lực Bài tập và nghiên cứu tình huống / Bùi Văn Danh TS.; Nguyễn Văn Dung MBA.; Lê Quang Khôi ThS.. - Tp.HCM. : Phương Đông, 2011 - 309 Tr. ; 24 cm, Phân loại: 658.307 6 BUD 2011, Tài liệu tham khảo
70	Human resource management demystified / Robert G. DelCampo. - New York [etc.] : McGraw-Hill, 2011 - 224 p. ; 26 cm, Phân loại: 658.3 DEL 2011, Tài liệu tham khảo
71	Giáo trình quản lý nguồn nhân lực trong tổ chức công chức / Nguyễn Ngọc Quân, Nguyễn Tấn Thịnh. - H. : Giáo dục Việt Nam, 2012 - 362 Tr. ; 16 x 24 cm., Phân loại: 658.3 NGQ 2012, Tài liệu tham khảo
72	Những chuyên đề quan trọng trong lĩnh vực nhân sự: Chiến lược quản trị - tuyển dụng - bố trí công việc - đánh giá nhân sự - nghệ thuật phát triển và yếu tố quyết định thành công trong doanh nghiệp / Lê Văn Lập (S.t). - H. : Lao động, 2011 - 495 Tr. ; 20 x 28 cm., Phân loại: 658.3 NGH 2011, Tài liệu tham khảo
73	Thuật thúc đẩy nhân viên / Brian Tracy ; Anh Tuấn dịch. - H. : Thế giới; Công ty sách Alphabooks, 2015 - 155 Tr. ; 15 x 21 cm, Phân loại: 658.314 TRA 2014, Tài liệu tham khảo
74	HBR guide to coaching employees. . - Boston, Massachusetts : Harvard Business School , 2015 - 169 p ; 24 cm, Phân loại: 658.312 4 HBR 2015, Tài liệu tham khảo
75	Organizational Behavior: Improving Performance and Commitment in the Workplace / Jason A. Colquitt, Jeffery A. Lepine, Michael J. Wesson. - NY. : McGraw Hill Education, 2017 - 585 p. , Phân loại: 658.3 COJ 2017, Tài liệu tham khảo Tóm tắt: What is OB?; job performance and organizational commitment; Job satisfaction; Stress; Motivation, trust, justice and ethics, learning and decision making, personality and cultural values
76	Employee engagement for dummies / by Bob Kelleher ; foreword by Wayne F. Cascio.. - Hoboken, NJ : John Wiley & Sons, c2014. - xii, 344 p. : 24 cm., Phân loại: 658.314 KEL 2014, Tài liệu tham khảo Tóm tắt: Learn to implement the necessary plans to create and sustain an engaging culture for your employees. This guide shows you how to attract and retain the best people while boosting their productivity, morale, and creativity

77	<p>The open organization : igniting passion and performance / Jim Whitehurst, CEO, Red Hat, with a foreword by Gary Hamel.. - - xiv, 227 pages ; 24 cm., Phân loại: 658.3152 WHI 2015, Tài liệu tham khảo</p> <p>Tóm tắt: This is a story of reinvention. Jim Whitehurst, celebrated president and CEO of one of the world's most revolutionary software companies, tells first-hand his journey from traditional manager (Delta Air Lines, Boston Consulting Group) and "chief" problem solver to CEO of one of the most open organizational environments he'd ever encountered. This challenging transition, and what Whitehurst learned in the interim, has paved the way for a new way of managing--one this modern leader sees as the only way companies will successfully function in the future. Whitehurst says beyond embracing the technology that has so far disrupted entire industries, companies must now adapt their management and organizational design to better fit the Information Age. His mantra? "Adapt or die." Indeed, the successful company Whitehurst leads--the open source giant Red Hat--has become the organizational poster child for how to reboot, redesign, and reinvent an organization for a decentralized, digital age. Based on open source principles of transparency, participation, and collaboration, "open management" challenges conventional business ideas about what companies are, how they run, and how they make money. This book provides the blueprint for putting it into practice in your own firm. He covers challenges that have been missing from the conversation to date, among them: how to scale engagement; how to have healthy debates that net progress; and how to attract and keep the "Social Generation" of workers</p>
78	<p>Organizational behavior and management / Robert Konopaske, Associate Professor of Management, McCoy College of Business Administration, Texas State University, John M. Ivancevich, Hugh Roy and Lillie Cranz Cullen Chair and Professor of Organizational Behavior and Management, C. T. Bauer College of Business, University of Houston, Michael T. Matteson, Professor Emeritus Organizational Behavior and Management, C. T. Bauer College of Business, University of Houston.. - New York :, : Mc Graw Hill education., 2018. - xix, 604 pages ; 26 cm., Phân loại: 658.3 KON 2018, Tài liệu tham khảo</p> <p>Tóm tắt: This book encourages the development of probing and diagnostic skills to understand , interpret, and predict behaviour. These elements are directed to predict the behaviour of people working in organizations. It also presents the most current theories, research, and applications, while retaining classic works in organizational behavior.This book is organized into five parts containing a total of 17 chapters</p>

79	<p>Building an innovative learning organization : a framework to build a smarter workforce, adapt to change, and drive growth / Russell Sarder.. - Hoboken, New Jersey : Wiley, [2016]. - 262 pages : 22 cm., Phân loại: 658.3124 SAR 2016, Tài liệu tham khảo</p> <p>Tóm tắt: Building an Innovative Learning Organization shows you how to create this culture in your organization, with detailed explanations, practical examples, and step-by-step instructions so you can get started right away. Written by a recognized thought leader in the training industry, this informative and insightful guide is your roadmap to a more effective organization. You will discover how to: Attract, retain, and motivate the best employees Become a more innovative and agile organization Create a culture of continuous self-improvement Encourage learning at all levels and translate it into action</p>
80	<p>HBR guide to performance management / . . - Boston : Harvard Business Review Press, 2017. - ix, 244 pages : 23 cm., Phân loại: 658.3128 HBR 2017, Tài liệu tham khảo</p> <p>Tóm tắt: Are your employees meeting their goals? Is their work improving over time? Understanding where your employees are succeeding--and falling short--is a pivotal part of ensuring you have the right talent to meet organizational objectives. In order to work with your people and effectively monitor their progress, you need a system in place. The HBR Guide to Performance Management provides a new multi-step, cyclical process to help you keep track of your employees' work, identify where they need to improve, and ensure they're growing with the organization. You'll learn to: Set clear employee goals that align with company objectives Monitor progress and check in regularly Close performance gaps Understand when to use performance analytics Create opportunities for growth, tailored to the individual Overcome and avoid burnout on your team</p>
81	<p>HBR's 10 must reads on managing people / Daniel Goleman, Frederick Herzberg, Jean-François Manzoni.... - Boston, Massachusetts : Harvard Business Review Press, 2011. - v, 224 p. : 21 cm., Phân loại: 658.3 HBR 2011, Tài liệu tham khảo</p> <p>Tóm tắt: HBR's 10 Must Reads on Managing People will inspire you to: Tailor your management styles to fit your people, Motivate with more responsibility, not more money, Support first-time managers, Build trust by soliciting input, Teach smart people how to learn from failure, Build high-performing teams, Manage your boss</p>

82	<p>Lead the work : navigating a world beyond employment / John Boudreau, Ravin Jesuthasan, David Creelman.. - - xxi, 277 pages ; 24 cm., Phân loại: 658.301 BOU 2015, Tài liệu tham khảo</p> <p>Tóm tắt: A detailed look at the evolution of employment and its far-reaching implications Beyond Employment takes an incisive look at the evolving nature of work, and how it's affecting management and productivity at the organizational level. Where getting things done once meant assigning it to an employee, today's leaders are increasingly at risk if they fail to recognize that talent can float into and out of an organization. Long-term employment has given way to medium- or short-term employment, marking the first step in severing the bond that once fixed an individual inside an organization. Getting work done by means other than an employee was once considered a fringe event, but now leading organizations are accepting and taking advantage of the notion that talent has shown itself to be mutable. This book explores this phenomenon in detail and provides a new roadmap to help managers navigate this new environment. The workplace has undergone many changes over the years, but the emerging trend away from traditional employment represents a massive shift that has profound implications for the business model of every organization, large or small. This book describes how management is changing, and how managers must adapt to survive. Examine the dispersed organization and the changing nature of employment Learn how work is becoming impermanent and individualized Find new strategies for managing and leading Get up to speed on the decision science for the new era Workplaces evolve like biological beings; only the strong survive, and it's the competitive edge that ensures continued success. Beyond Employment describes the</p>
83	<p>Talent wins : the new playbook for putting people first / by Ram Charan, Dominic Barton, and Dennis Carey.. - Boston, Massachusetts : Harvard business review press. - pages cm. , Phân loại: 658.3 CHA 2018, Tài liệu tham khảo</p>

84	<p>HBR guide to delivering effective feedback : Boost employee performance communicate openly reinforce established goals. . - Boston, Massachusetts : Harvard Business Review Press, 2016. - x, 203 p. ; 21 cm., Phân loại: 658.314 HBR 2016, Tài liệu tham khảo</p> <p>Tóm tắt: To help your employees meet their goals and fulfill their potential, you need to provide them with regular feedback. But the prospect of sharing potentially negative news can be overwhelming. How do you construct your message so that it's not only well received but also expressed in a way that encourages change? Whether you're commending exemplary work or addressing problem behavior, the HBR Guide to Delivering Effective Feedback provides you with practical advice and tips to transform any performance discussion—from weekly check-ins to annual reviews—into an opportunity for growth and development. You'll learn to: Establish trust with your direct reports. Assess their performance fairly. Emphasize improvement, even in criticism. React calmly to a defensive feedback recipient. Recognize and motivate star performers. Create individualized development plans.</p>
85	<p>HBR guide to coaching employees : Give effective feedback. Foster steady growth. Motivate star performers. . - Boston, Massachusetts : Harvard Business Review Press, 2015. - 169 p. ; 21 cm., Phân loại: 658.3124 HBR 2015, Tài liệu tham khảo</p> <p>Tóm tắt: In the HBR Guide to Coaching Employees you'll learn how to: Create realistic but inspiring plans for growth Ask the right questions to engage your employees in the development process Give them room to grapple with problems and discover solutions Allow them to make the most of their expertise while compelling them to stretch and grow Give them feedback they'll actually apply Balance coaching with the rest of your workload</p>

86	<p>Alive at work : the neuroscience of helping your people love what they do / Daniel M. Cable. - Boston, Massachusetts : Harvard business review press, 2018. - viii, 203 pages : 25 cm., Phân loại: 658.314 CAB 2018, Tài liệu tham khảo</p> <p>Tóm tắt: We've all seen the oft-cited Gallup poll that reports that an alarming majority of the workforce is disengaged and unmotivated. In <i>Alive at Work</i>, social psychologist Dan Cable argues that the reason for all the unhappiness is biological: organizations, in an effort to routinize work and establish clear-cut performance metrics, are suppressing what neuroscientists call our Seeking Systems, the part of our brain that craves exploration and learning. The good news is that organizations can activate our Seeking Systems, and, as Cable explains, it doesn't take extensive overhauls to their cultures to do so. With small changes, managers and supervisors can make meaningful impacts on our lives and restore our zest for work. For instance, the book reveals: how new hires exhibited their best traits and were less likely to quit in the future after sharing stories about themselves during on-boarding seminars, how Italian factory workers reduced their anxiety about a new process by playing with Legos, how employees at Make-A-Wish reduced burnout by crafting their own job titles. Filled with real-life examples from the author's own research and consulting, <i>Alive at Work</i> equips managers--and anyone looking to find more joy in their nine-to-five existence--with the guidance to maximize the curiosity and passion that lives within themselves and others</p>
87	<p>Giving effective feedback : check in regularly, handle conversations, bring out the best. . - Boston, Massachusetts : Harvard business review press, 2014. - viii, 96 pages ; 18 cm., Phân loại: 658.3125 GIV 2014, Tài liệu tham khảo</p> <p>Tóm tắt: Whether you're dealing with a problem employee or praising the good work of a colleague, you need to communicate in a way that promotes positive change in others. <i>Giving Effective Feedback</i> quickly walks you through the basics of delivering feedback that gets results, including: Choosing the right time to talk. Engaging in productive dialogue. Helping both star and struggling performers. Developing a plan for effective follow-up.</p>

88	<p>Performance reviews : evaluate performance, offer constructive feedback, discuss tough topics. . - Boston, Massachusetts : Harvard business review press, 2015. - viii,116 pages ; 18 cm., Phân loại: 658.3125 PER 2015, Tài liệu tham khảo</p> <p>Tóm tắt: Conducting performance reviews can be stressful. But these conversations are critical to your employees' development, allowing you to formally communicate with them about their accomplishments relative to their goals. Performance Reviews guides you through the basics. You'll learn to: Gather and analyze the right information. Document your assessment. Address performance problems. Set challenging goals.</p>
89	<p>It's not the how or the what but the who : succeed by surrounding yourself with the best / Claudio Fernandez Araoz.. - Boston, Massachusetts : Harvard Business Review Press, 2014. - viii, 244 pages : 25 cm., Phân loại: 658.3 FER 2014, Tài liệu tham khảo</p>
90	<p>The alliance : Managing talent in the networked age / Reid Hoffman, Ben Casnocha, Chris Yeh.. - Boston : Harvard Business Review Press, 2014. - ix, 193 pages : 22 cm., Phân loại: 658.3 HOF 2014, Tài liệu tham khảo</p> <p>Tóm tắt: This book includes employment in the networked age, tour of duty, building alignment in a tour of duty,implementing transformational tour of duty, employee network intelligence, implementing network intelligence programs, corporate alumni networks, implementing an alumni network</p>
91	<p>Delegating work : match skills with tasks, develop your people, overcome barriers. . - Boston, Massachusetts : Harvard business review press, 2014. - viii, 92 pages ; 18 cm., Phân loại: 658.3128 DEL 2014, Tài liệu tham khảo</p>

92	<p>An everyone culture : becoming a deliberately developmental organization / Robert Kegan and Lisa Laskow Lahey ; with Matthew L. Miller, Andy Fleming and Deborah Helsing.. - - viii, 308 pages ; 24 cm., Phân loại: 658.312 KEG 2016, Tài liệu tham khảo</p> <p>Tóm tắt: A Radical New Model for Unleashing Your Company's Potential In most organizations nearly everyone is doing a second job no one is paying them for-namely, covering their weaknesses, trying to look their best, and managing other people's impressions of them. There may be no greater waste of a company's resources. The ultimate cost: neither the organization nor its people are able to realize their full potential. What if a company did everything in its power to create a culture in which everyone-not just select "high potentials"-could overcome their own internal barriers to change and use errors and vulnerabilities as prime opportunities for personal and company growth? Robert Kegan and Lisa Lahey (and their collaborators) have found and studied such companies-Deliberately Developmental Organizations. A DDO is organized around the simple but radical conviction that organizations will best prosper when they are more deeply aligned with people's strongest motive, which is to grow. This means going beyond consigning "people development" to high-potential programs, executive coaching, or once-a-year off-sites. It means fashioning an organizational culture in which support of people's development is woven into the daily fabric of working life and the company's regular operations, daily routines, and conversations. An Everyone Culture dives deep into the worlds of three leading companies that embody this breakthrough approach. It reveals the design principles, concrete practices, and underlying science at the heart of DDOs-from their disciplined</p>
93	<p>Ứng dụng Écgônômi trong thiết kế và tổ chức lao động / Nguyễn Bạch Ngọc.. - H. : Khoa học và kỹ thuật, 2021. - 408 Tr. : 21 cm., Phân loại: 658.312 NGN 2021, Tài liệu tham khảo</p> <p>Tóm tắt: Trình bày đại cương về Écgônômi. Một số đặc điểm sinh lý của con người trong hoạt động lao động. Chế độ lao động - nghỉ ngơi chế độ dinh dưỡng. Hoạt động trí óc. Đơn điệu - tần số thao tác - rối loạn cơ - xương. Nhân trắc học Écgônômi. Cơ sinh học Écgônômi. Các nguyên tắc Écgônômi trong thiết kế công việc. Các nguyên tắc Écgônômi trong thiết kế vị trí lao động. Écgônômi màu sắc nội thất. Écgônômi và chiếu sáng (Écgônômi thị giác). Écgônômi trong thiết kế sản phẩm.</p>
94	<p>Elgar introduction to theories of human resources and employment relations / edited by Keith Townsend [and 3 others].. - Cheltenham, UK ; Northampton, MA : Edward Elgar Publishing, 2019. - xi, 374 pages ; 25 cm., Phân loại: 658.3 ELG 2019, Tài liệu tham khảo</p> <p>Tóm tắt: This Elgar Introduction provides an overview of some of the key theories that inform human resource management and employment relations as a field of study.</p>

95	International human resource management : globalization, national systems and multinational companies / Tony Edwards and Chris Rees.. - Harlow, England : Pearson, 2017. - xix, 379 pages : 25 cm., Phân loại: 658.3 INT 2017, Tài liệu tham khảo
96	<p>Giáo trình quản trị nhân lực / Lê Thị Thu Hương (ch.b.), Nguyễn Quốc Chính, Nguyễn Công Tiệp... [et al.].. - H. : Nxb. Học viện Nông nghiệp, 2023. - ix, 216 Tr. ; 19 x 27 cm., Phân loại: 658.3 GIA 2023, Giáo trình</p> <p>Tóm tắt: Tổng quan về quản trị nhân lực; Hoạch định nhân lực; Phân tích và thiết kế công việc; Tuyển dụng nhân lực; Đào tạo và phát triển nhân lực; Quản trị sự thực hiện công việc; Thù lao lao động; Tạo động lực trong lao động</p>