

<<人力资源管理专业英语>>

图书基本信息

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前言

职业资格证书制度的推行,对广大劳动者系统地学习相关职业的知识和技能,提高就业能力、工作能力和职业转换能力有着重要的作用和意义,也为企业合理用工以及劳动者自主择业提供了依据。

随着我国科技进步、产业结构调整以及市场经济的不断发展,特别是加入世界贸易组织以后,各种新兴职业不断涌现,传统职业的知识和技术也愈来愈多地融进当代新知识、新技术、新工艺的内容

。为适应新形势的发展,优化劳动力素质,上海市劳动和社会保障局在提升职业标准、完善技能鉴定方面做了积极的探索和尝试,推出了1+X的鉴定考核细目和题库。

1+X中的1代表国家职业标准和鉴定题库,X是为适应上海市经济发展的需要,对职业标准和题库进行的提升,包括增加了职业标准未覆盖的职业,也包括对传统职业的知识 and 技能要求的提高。

上海市职业标准的提升和1+X的鉴定模式,得到了国家劳动和社会保障部领导的肯定。为配合上海市开展的1+X鉴定考核与培训的需要,劳动和社会保障部教材办公室、上海市职业培训指导中心联合组织有关方面的专家、技术人员共同编写了职业技术·职业资格培训系列教材。

职业技术·职业资格培训教材严格按照1+X鉴定考核细目进行编写,教材内容充分反映了当前从事职业活动所需要的最新核心知识与技能,较好地体现了科学性、先进性与超前性。

聘请编写1+X鉴定考核细目的专家,以及相关行业的专家参与教材的编审工作,保证了教材与鉴定考核细目和题库的紧密衔接。

职业技术·职业资格培训教材突出了适应职业技能培训的特色,按等级、分模块单元的编写模式,使学员通过学习与培训,不仅能够有助于通过鉴定考核,而且能够有针对性地系统学习,真正掌握本职业的实用技术与操作技能,从而实现我会做什么,而不只是我懂什么。

教材后附各级别的考核模拟试卷,用于检验学习效果,使受培训者巩固所学知识与技能。

本教材结合上海市对职业标准的提升而开发,适用于上海市职业培训和职业资格鉴定考核,同时,也可为全国其他省市开展新职业、新技术职业培训和鉴定考核提供借鉴或参考。

新教材的编写是一项探索性工作,由于时间紧迫,不足之处在所难免,欢迎各使用单位及个人对教材提出宝贵意见和建议,以便教材修订时补充更正。

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内容概要

本教材由劳动和社会保障部教材办公室、上海市职业培训指导中心依据上海1+X职业技能鉴定考核细则——人力资源管理（国家职业资格三级二级）组织编写。

本教材从强化培养英语应用能力，掌握一门实用工具的角度出发，较好地体现了本职业对英语技能的要求，对于提高从业人员基本英语素质，特别是在掌握和理解从事本职业过程中遇到的专业英语知识有很好的帮助和指导作用。

本教材内容包括两篇：助理人力资源管理师英语，其中包括人力资源管理的战略作用、人力资源规划、人员招聘、培训技术、绩效评估、薪酬体系、集体谈判流程；人力资源管理师英语，其中包括知识管理、工作分析步骤、组织裁员、培训需求分析、培训评估、职业发展、360度反馈、基于绩效的薪酬、弹性福利、工作满意度、国际化人力资源管理研究、合资企业人力资源管理——中国模式。

为便于读者掌握本教材的重点内容，各级别教材后附有本级别模拟题及参考答案，用于检验和巩固所学知识。

教材最后附有配以双语解释的专业术语。

本教材可作为人力资源管理（国家职业资格三级二级）职业技能培训与鉴定考核教材，也可供中等、高等职业院校相关专业师生，以及相关从业人员参加岗位培训、就业培训使用，还可以用作人力资源管理提高专业英语水平的参考读物。

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章节摘录

Temporary workers worry about their lack of insurance and pension benefits. Temporary workers claim that employers fail to provide an accurate picture of their job assignments and in particular about whether temporary assignments are likely to become full-time positions. Temporary workers feel underemployed, particularly those trying to return to the full-time labor market. Temporary workers feel a generalized anger toward the corporate world and its values: participants repeatedly express feelings of alienation and disenchantment. Given such concerns, what can employers do to boost the likelihood that relationships with temporary workers will be mutually beneficial?

Here are six guidelines: Provide honest information to both temporary agencies and temporary workers about the length of the job assignment. Implement personnel policies that ensure fair and respectful treatment of temporary workers. (For example, in one instance claims of sexual harassment by an employer's supervisors were not addressed by the firm because the temps were not its legal employees. Nor were the claims addressed by the temporary agency because the perpetrators were not the agency's employees.) Use independent contractors and permanent part-time employees to complement the conventional temporary workforce.

Especially when you require a highly skilled and committed workforce, using permanent part-timers and independent contractors may provide a level of trained expertise and loyalty that exceeds that of employees from temporary agencies.

These people are likely to be more familiar with your company's procedures and more committed to its goals than temporary workers. Before hiring temporary workers, consider their potential impact on regular full-time employees. For example, any apparent exploitation or mistreatment of contingent workers may have a corrosive effect on permanent workers' morale. Provide the necessary training and orientation for temporary workers. For example, one survey's comments included: "If you are expected to hit the ground running, that should be specified when requesting a temp from the agency"; "[Organization] need to be more specific in their instructions to temps. Give them the [correct] tools and materials to do their jobs".

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