



الأكاديمية العربية الدولية المقررات الجامعية

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إداره الموارد البشرة روية استراتيجية



إدارة الموارد البشرية

رؤية استراتيجية

د. عادل محمد زاید

طبقا لقوانين الملكية الفكرية

جميع حقوق النشر و التوزيع الالكتروني لمذا المصنف محفوظة لكتب عربية. يحظر نقل أو إعادة بيع اى جزء من هذا المصنف و بثه الكترونيا (عبر الانترنت أو للمكتبات الالكترونية أو الأقراص المحجة أو اى وسيلة أخرى) دون الحصول على إذن كتابي من كتب عربية. حقوق الطبع الو رقى محفوظة للمؤلف أو ناشره طبقا للتعاقدات السارية.

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		الفصل الرابع
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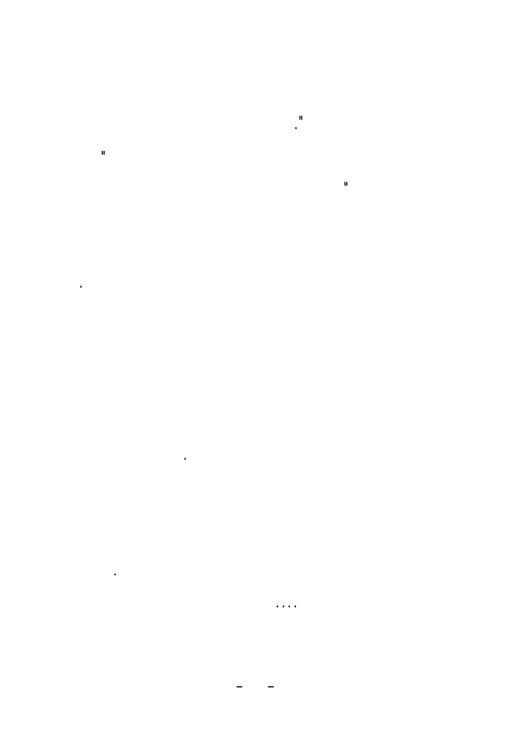
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الفصل الأول

مقدمة إدارة الموارد البشرية

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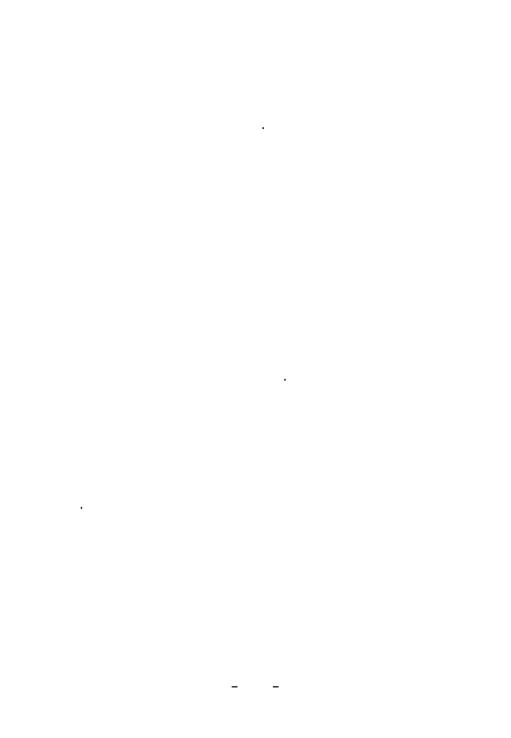
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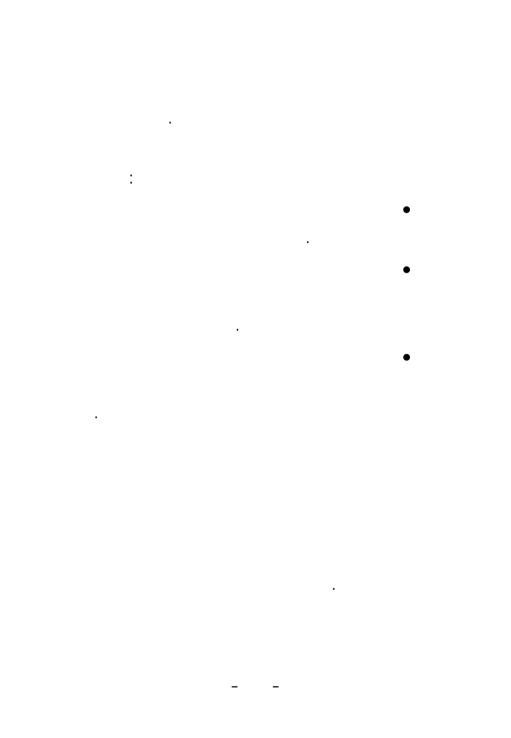
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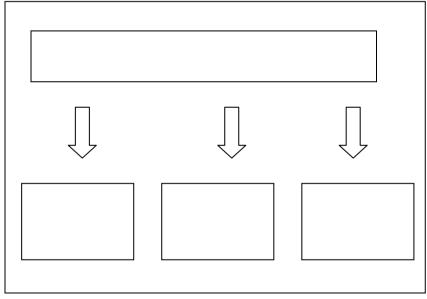






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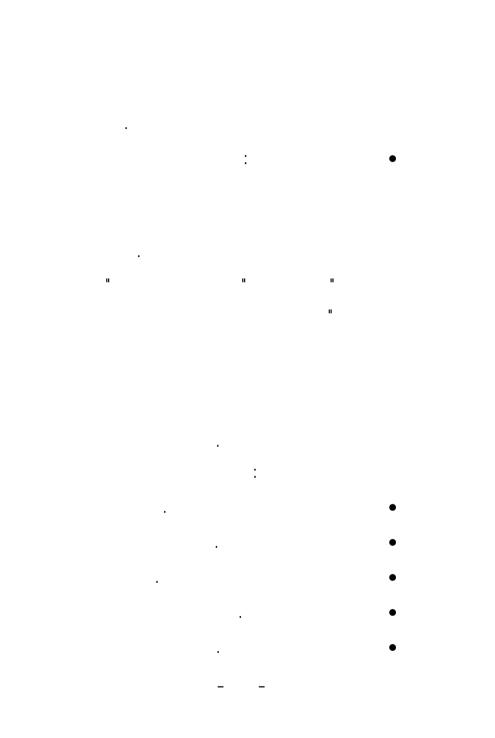
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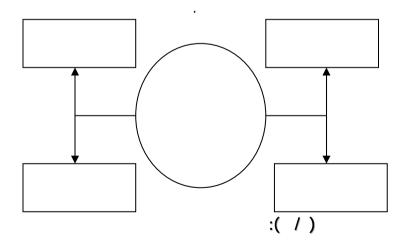
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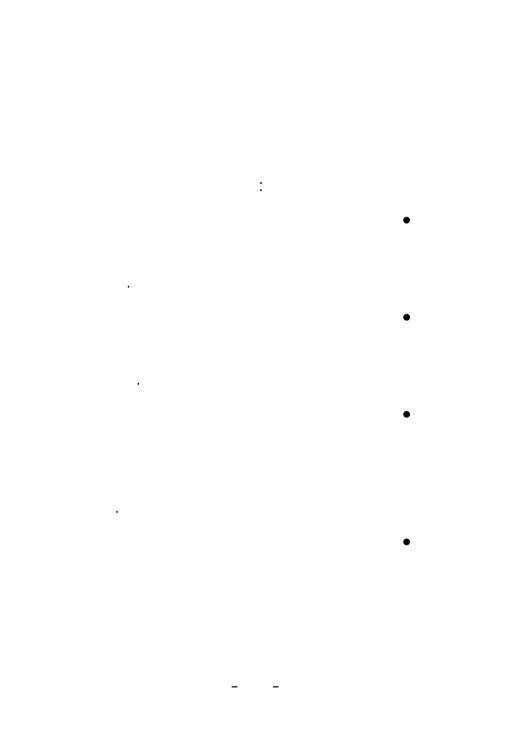
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.Action oriented

.Individual oriented

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Future

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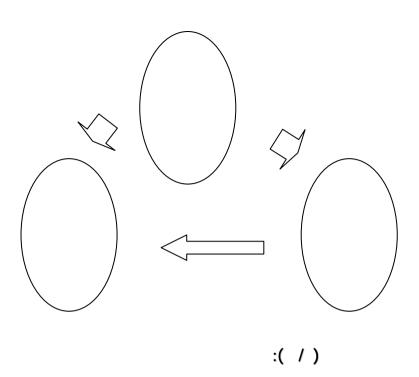
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Cost Profit center .center

Profit oriented .Service oriented

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* Human Resource Management	*
* Competitiveness	*
* Organizational effectiveness.	*
*Stakeholders .	*
* Scientific management approach	*
* Motion and time study	*
* Administrative Principles Approach	*
* Bureaucracy	*
* Division of work and specialization.	*
* Human relation approach	*
* Total quality management	*
* Work values	*
* Global Challenges.	*

الفصل الثاني

الموارد البشرية في عصر المعرفة

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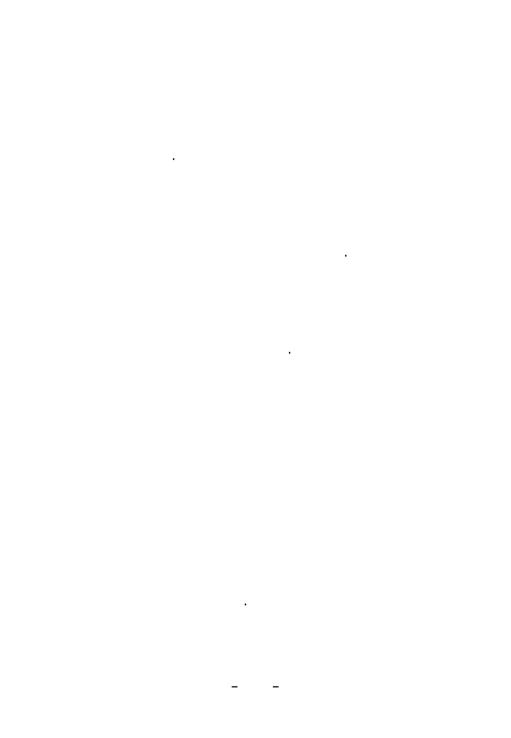
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Knowledge is " " "."Power

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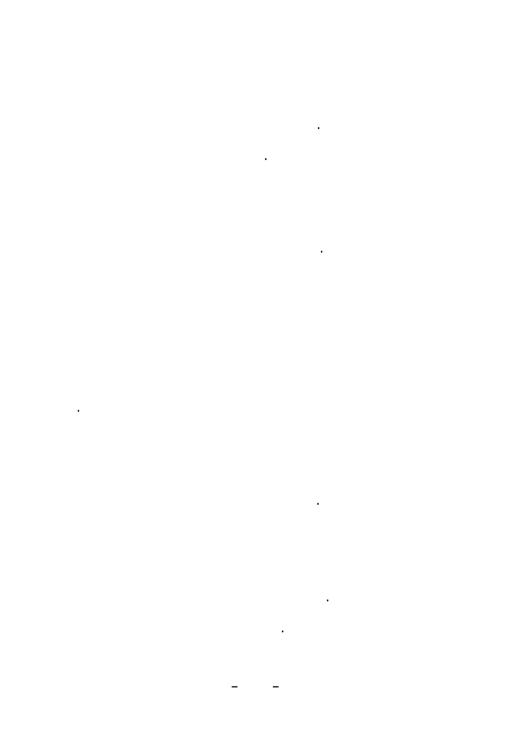
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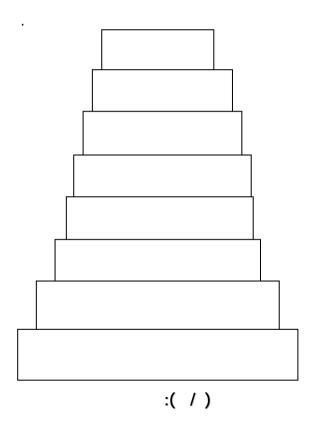


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Know How

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.(Nonaka and Takeuchi, 1995)

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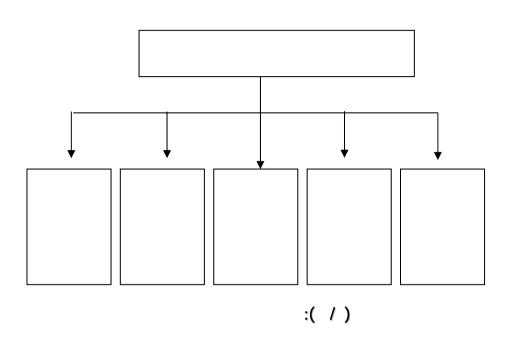
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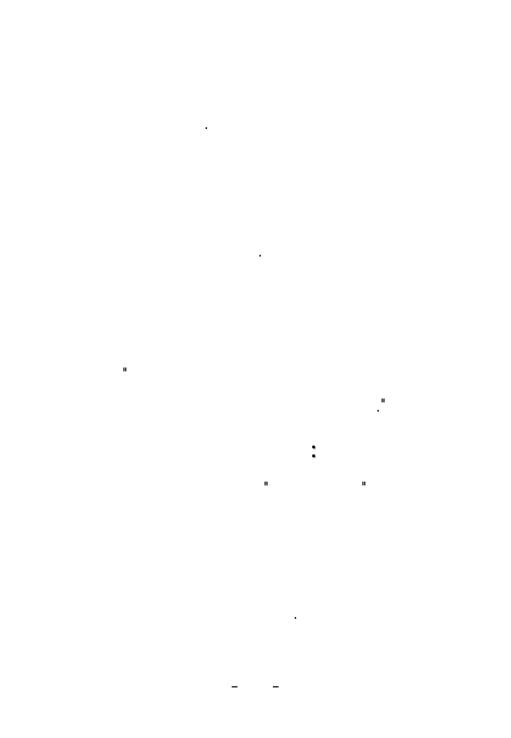
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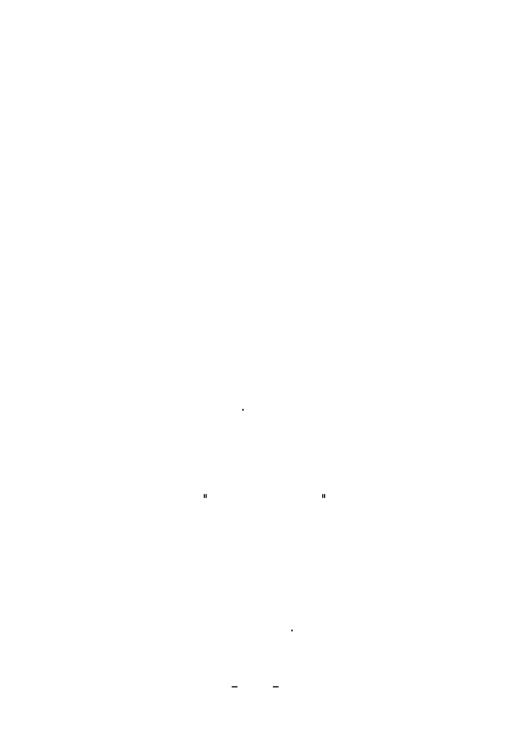
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* Knowledge era			*
Knowledge economy			*
* Competitive advantage			*
* Knowledge Power			*
* Knowledge management			*
* Know – how			*
* Mission	()	*
* Organizational learning			*
* Learning organizations			*
* Benchmarking			*
* Intellectual capital			*
* Competitive intelligence			*
* Information Technology			*
* Explicit Knowledge			*
* Tacit Knowledge			*

الفصل الثالث

الإدارة الاستراتيجية للموارد البشرية

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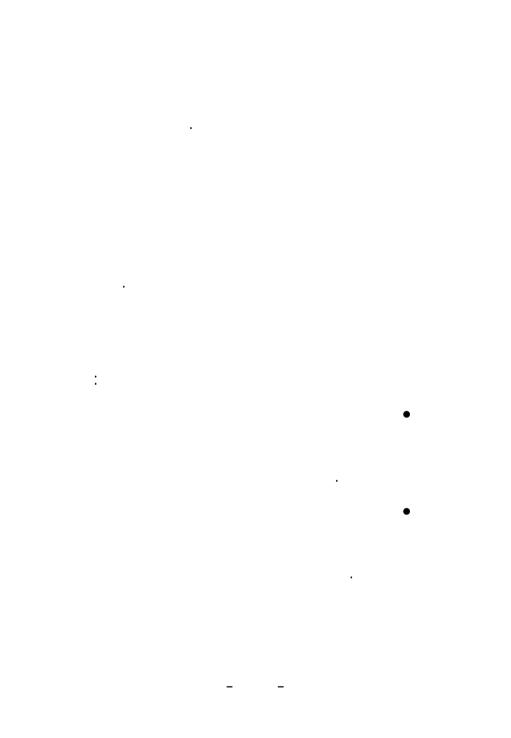
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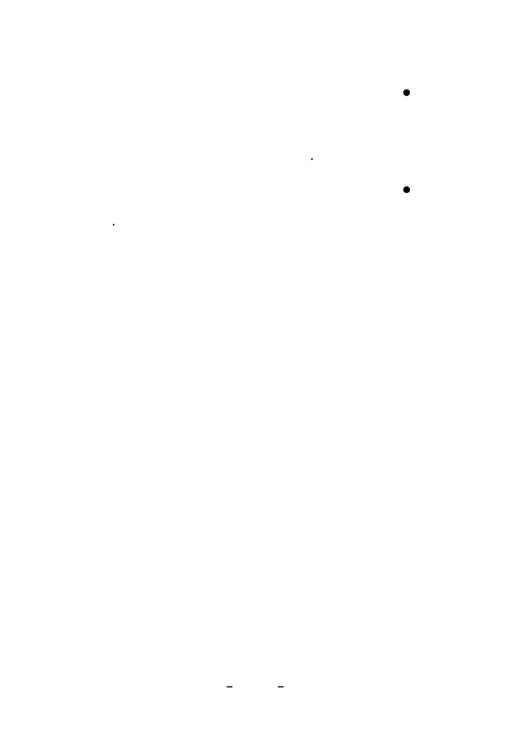
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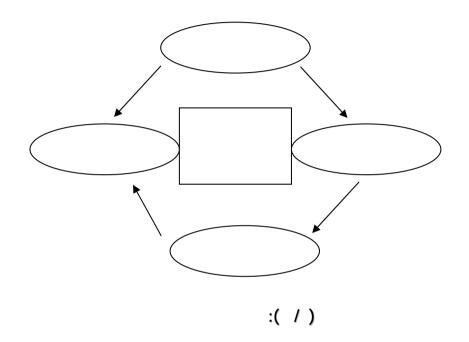
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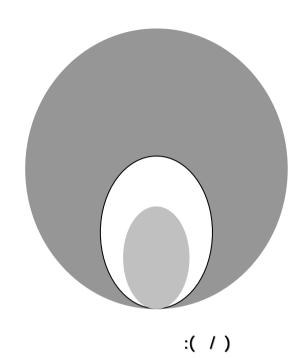
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SWOT Analysis

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The best way to "."

"predict the future is to invent it

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:Mcdonald's

to satisfy the world's appetite for good food, well served, at a price people can afford.

:Lockheed :

Our mission is to meet the needs of our united states and foreign customers with high – quality products and services and, in so doing, Produce superior returns for our shareholders and foster growth and achievement for our employees".

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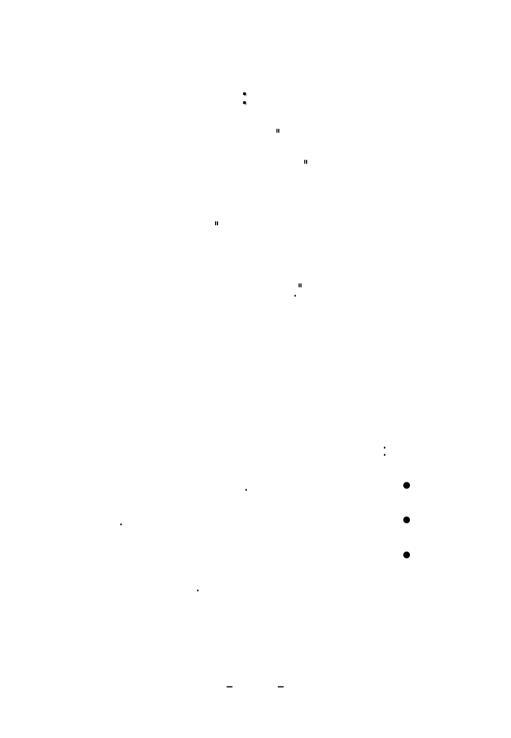
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Bargaining

Satisficing

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Sequential Attention

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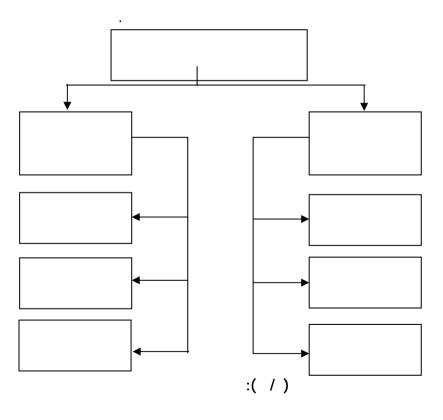
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Priority setting

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Grand strategies .Generic strategies

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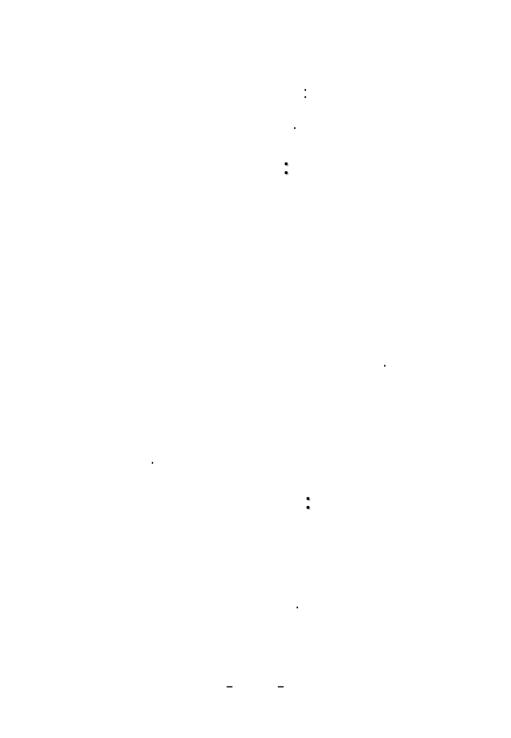
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:Growth Strategy :

Value

:Cost Leadership

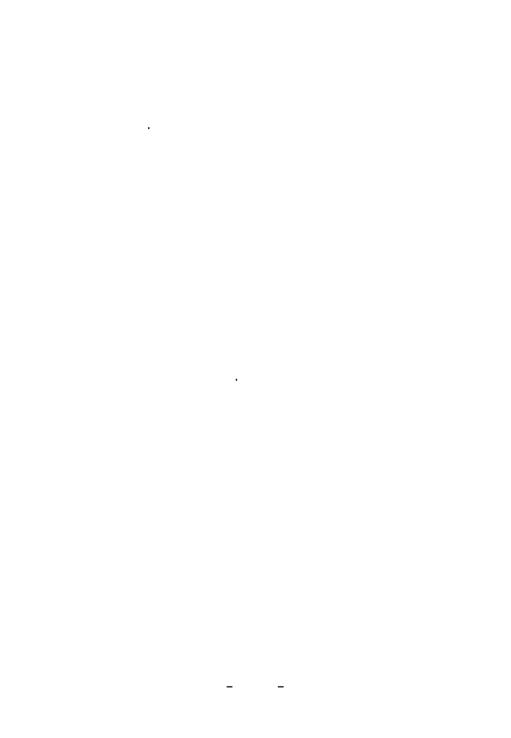
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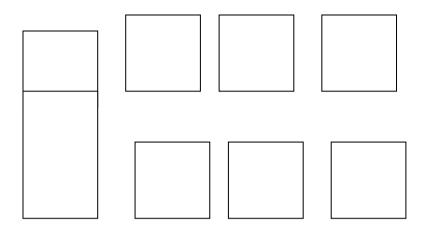


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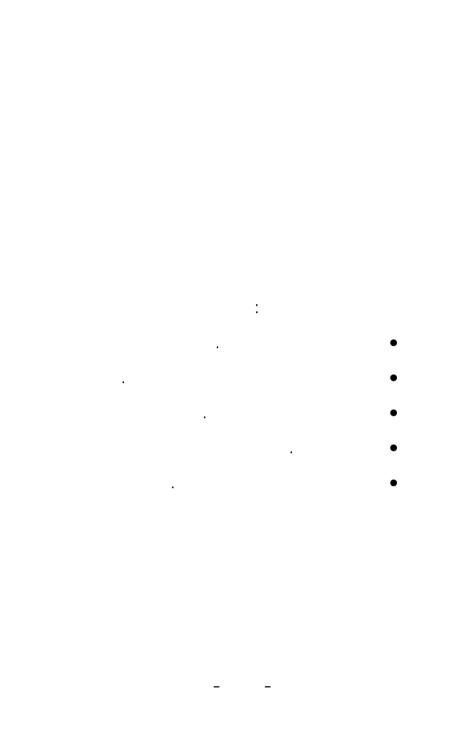
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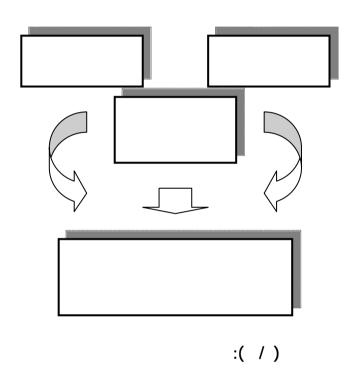
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* Strategic Human Resource Management			*
* Organizational Domain			*
* Competitive advantages			*
* Organizational Mission	()	*
* Startegic vision			*
* External environment analysis			*
* Internal environment analysis			*
* Strategy formulation			*
* Strategy Implementation			*
* Strategy evaluation			*
* Focus Strategy			*
* Differentiation strategy			*
* Retrenchment strategy			*
* Stability Strategy			*
* Growth Strategy			*

الفصل الرابع

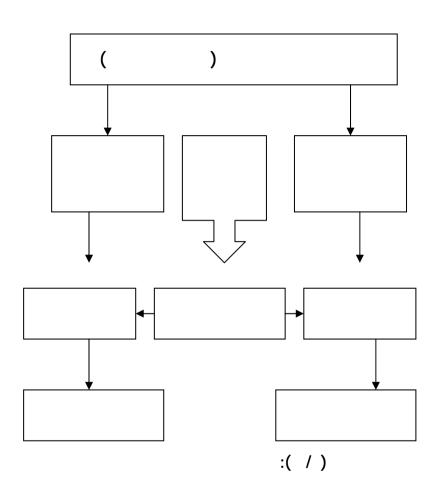
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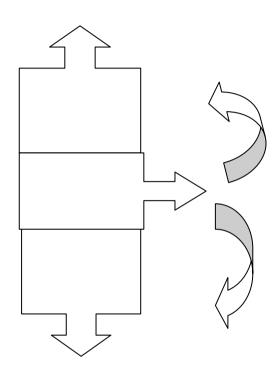
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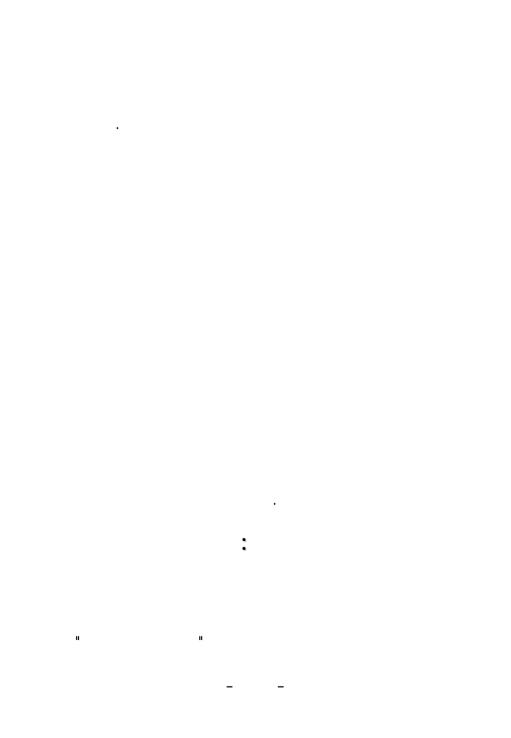
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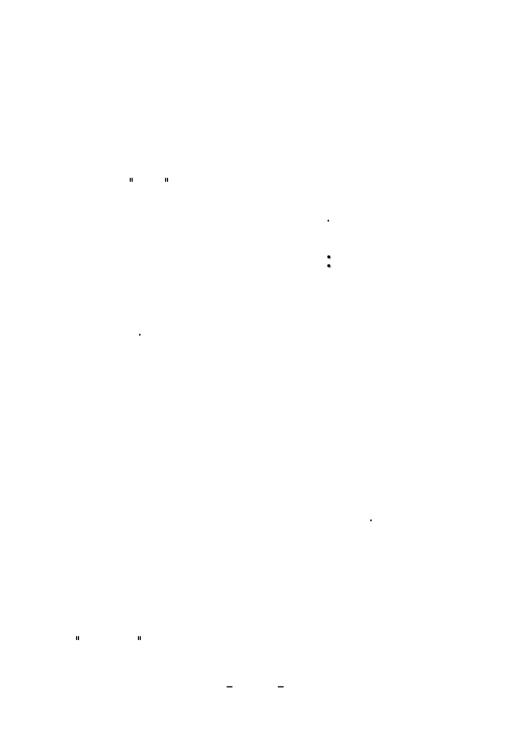
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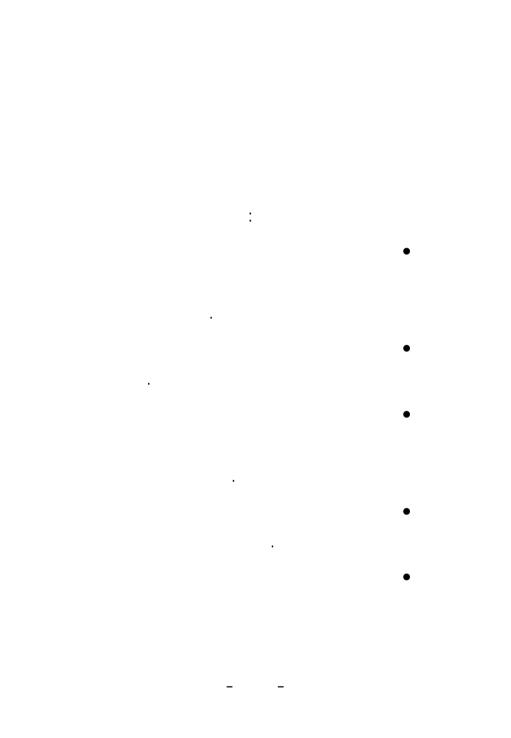


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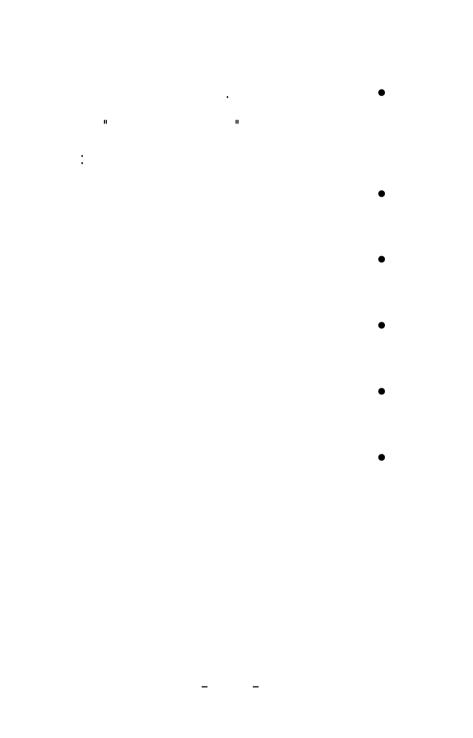
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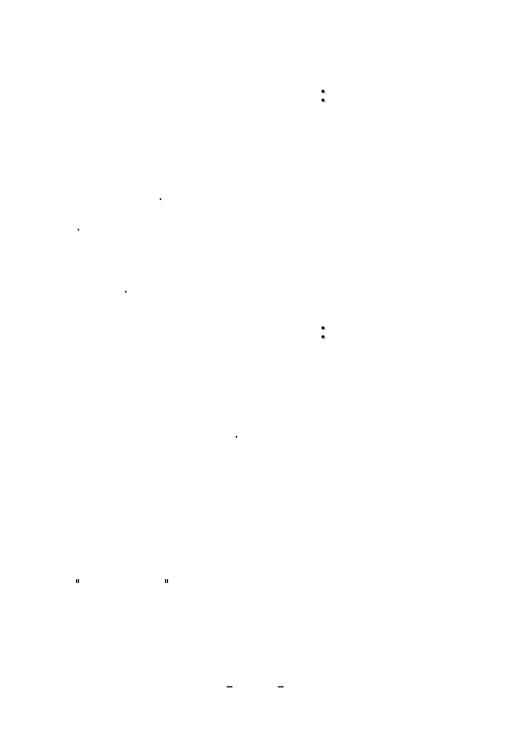
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* Human Resource Planning	*
* Stability strategy	*
* Growth strategy	*
* Retrenchment strategy	*
* Experts estimate	*
* General trend	*
* Mathematical models	*
* Brain storming	*
* Nominal groups	*
* Delphi technique	*
* the skill inventory	*
* The management skills	*
* Replacement charts	*
* Succession Planning	*
* Early retirement	*

الفصل الخامس

تحليل وتصميم الوظائف

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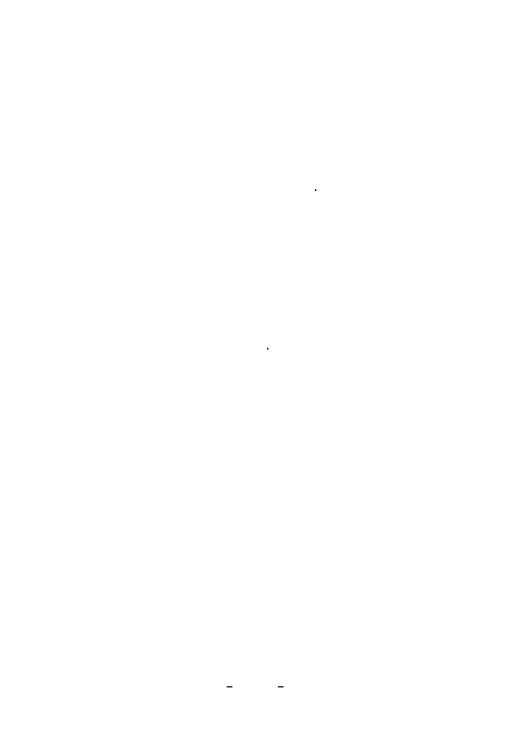
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Knowledge

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Abilities

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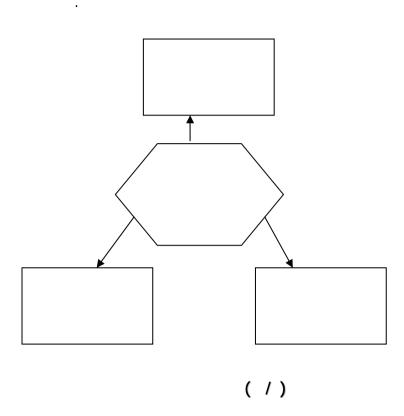
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"Dictionary of Occupational title

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Ivancevich, Human Resource Management: 1994; 156.

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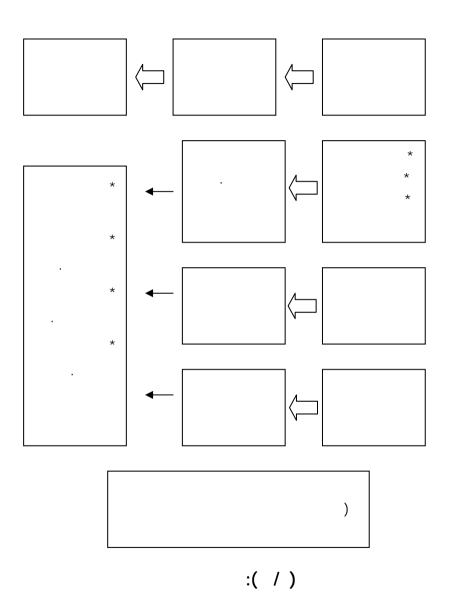
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Hackman and Oldham, 1996.

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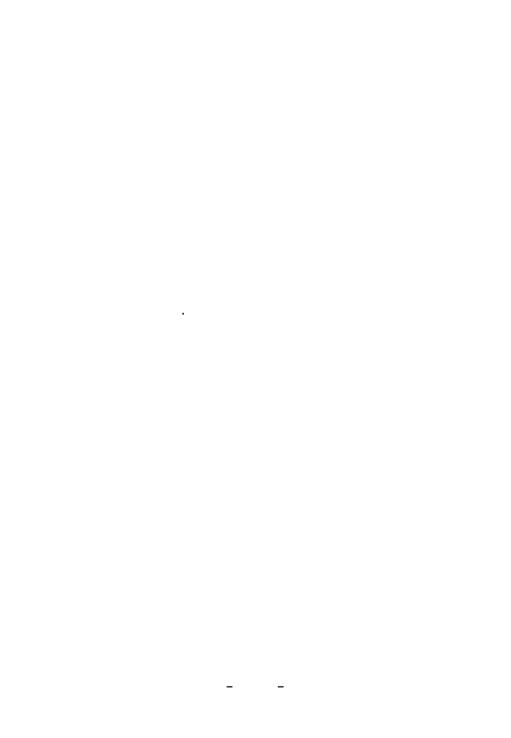
Hackman and Oldham (1975)

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Work Analysis

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Strategic Job Analysis

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Work Process

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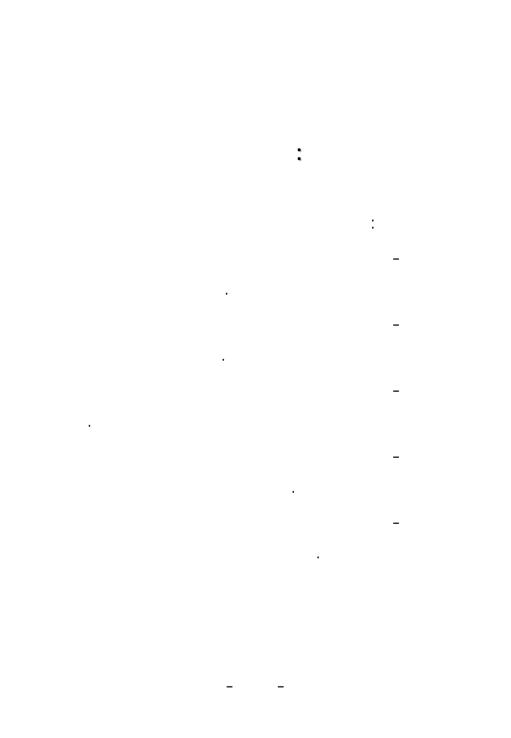
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* Job analysis	*
* Job description	*
* Job specifications	*
* Job standards	*
* Position analysis questionnaire	*
* Management position description questionnaire	*
* Functional job analysis	*
* Critical Incidents technique	*
* Job compatibility questionnaire	*
* Job characteristics Model	*
* Skill Variety	*
* Task Identity	*
* Task significance	*
* Strategic Job analysis	*
* Work Process mapping	*

الفصل السادس

الاستقطاب والاختيار



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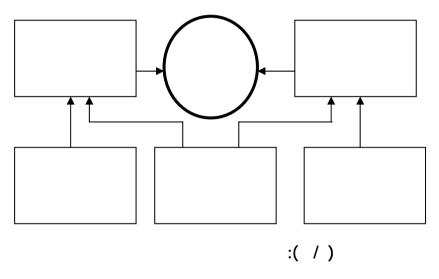
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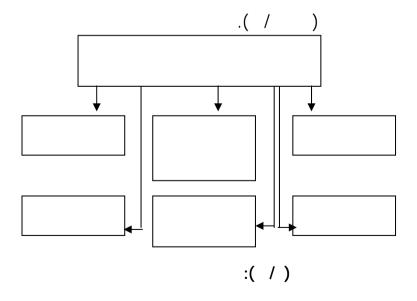
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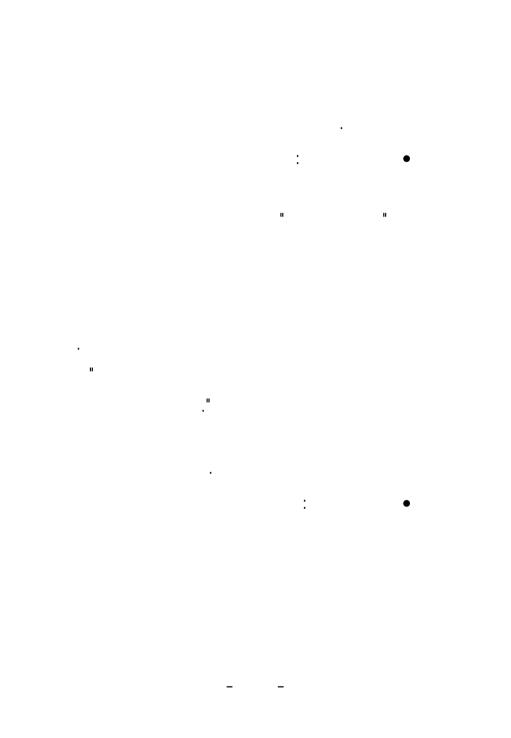
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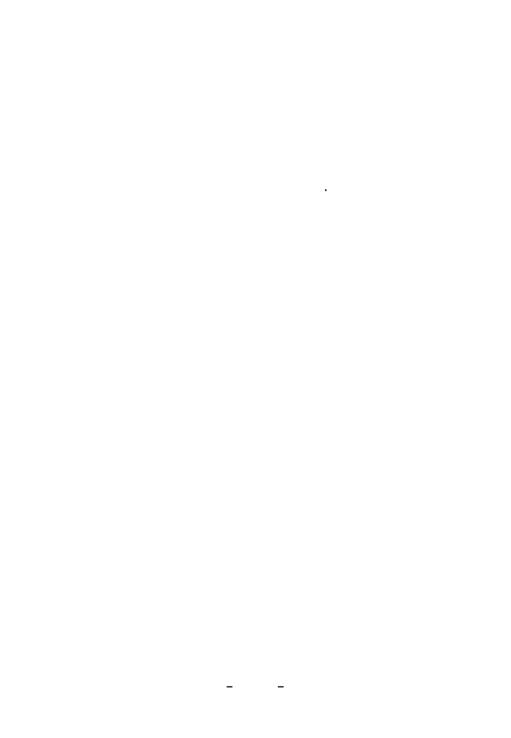




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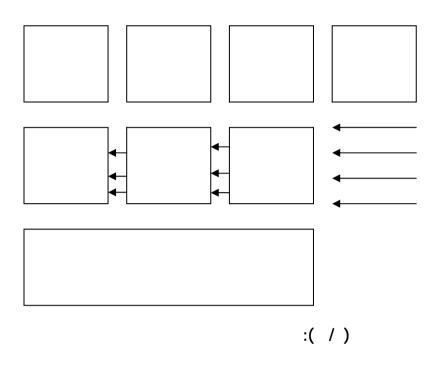
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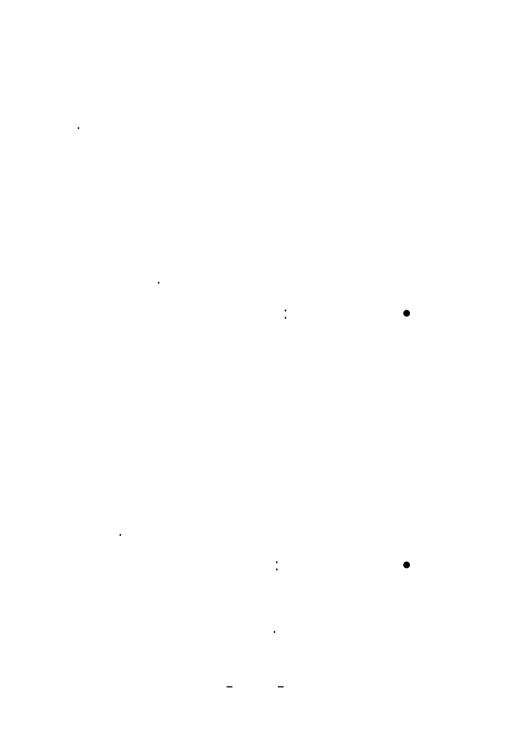
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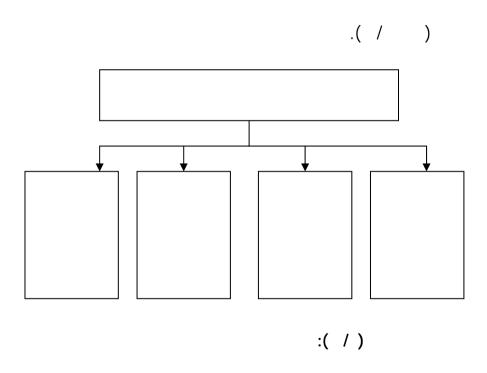
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Becker, 1995: 43 – 48.

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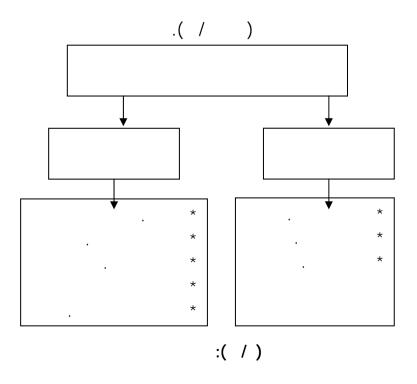
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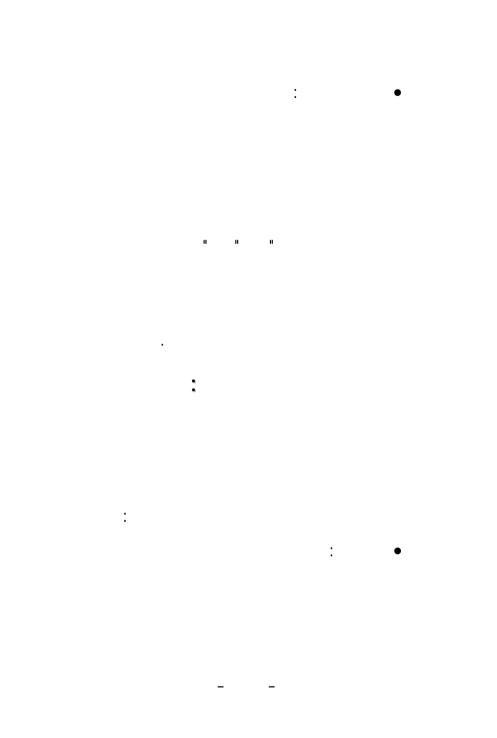
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Employment fair

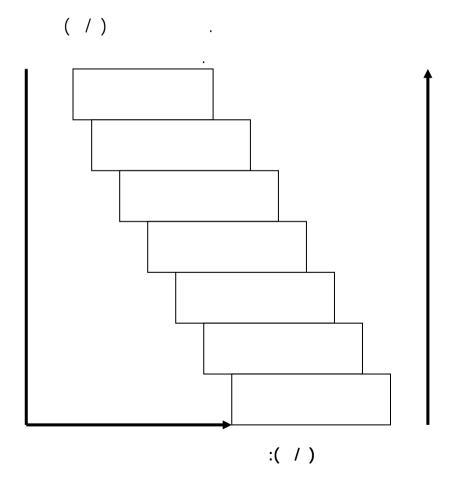
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- www.joblink.com
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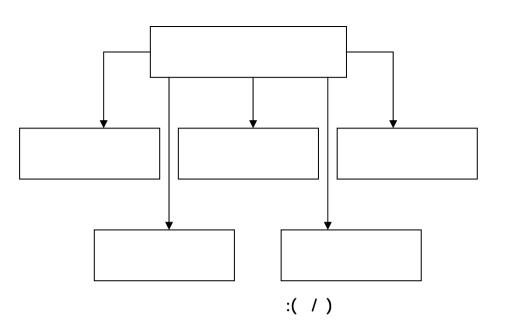


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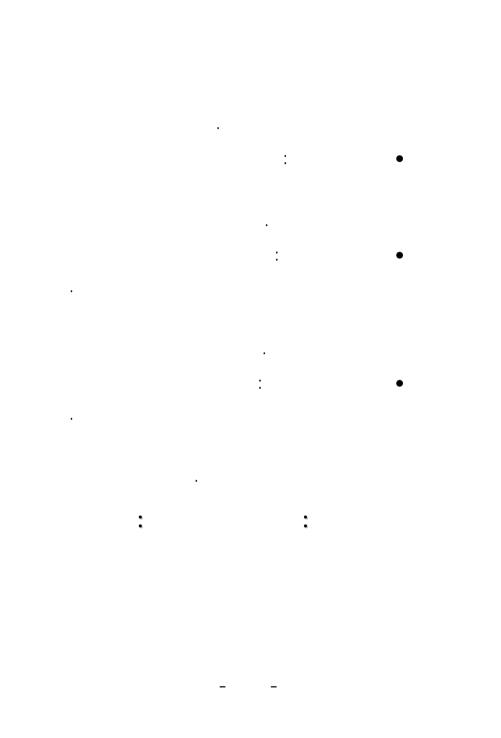
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Recruitment process .	*
* Vacancy charactertistics	*
* Job security	*
* Advancement opportunities	*
* Internal recruitment	*
* External recruitment	*
* Employment fair	*
* Pay level	*
* Non – compensatory factors	*
* Challenge and responsibility	*
* Employment – at – will	*
* Image advertising	*
* Blind advertising	*
* Head Hunters	*

الفصل السابع

التدريب

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.(Wendell, 1974)

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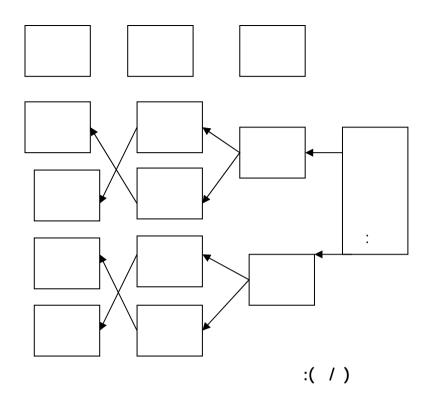
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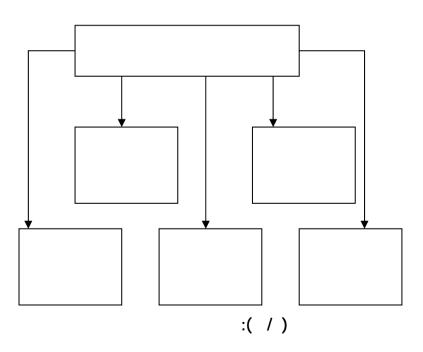
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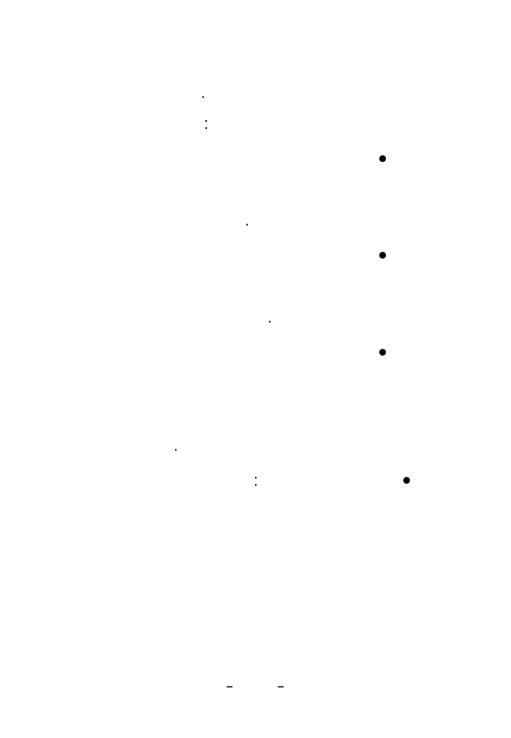


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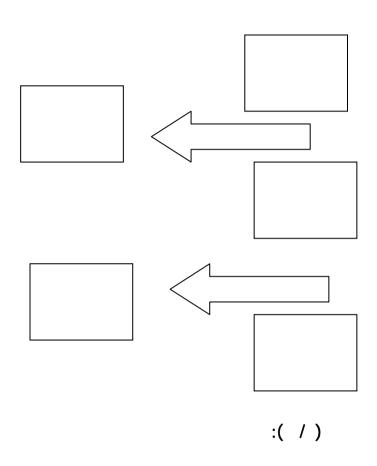
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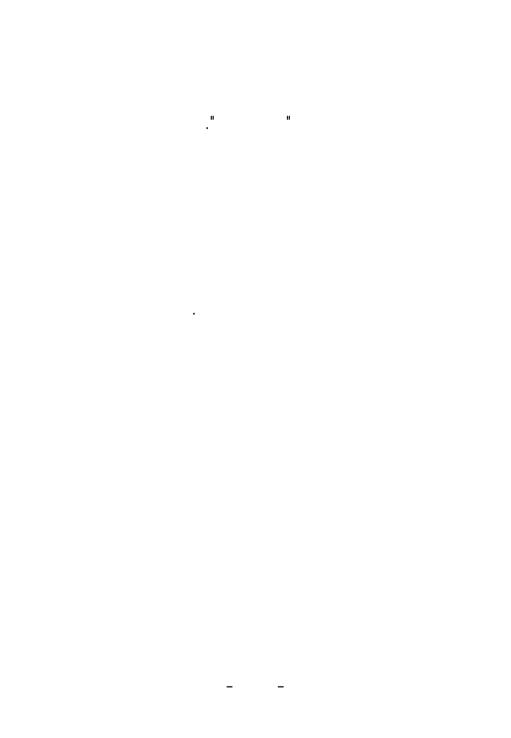


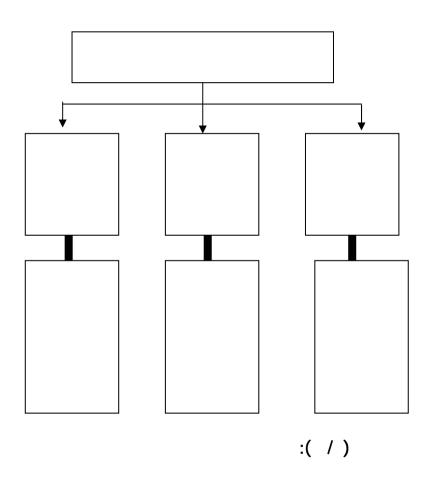
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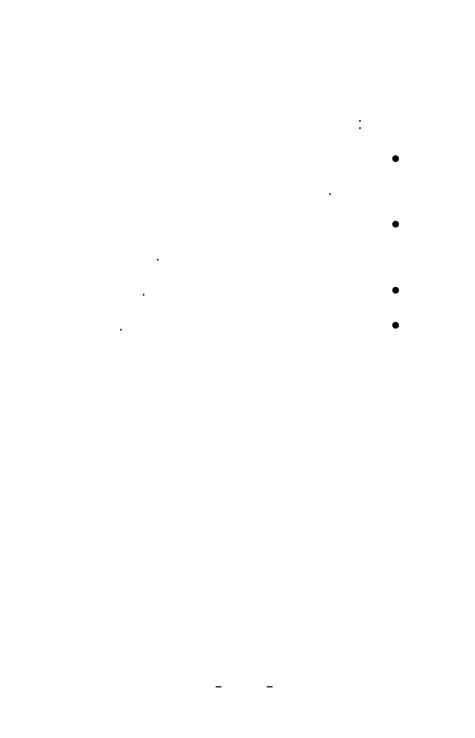
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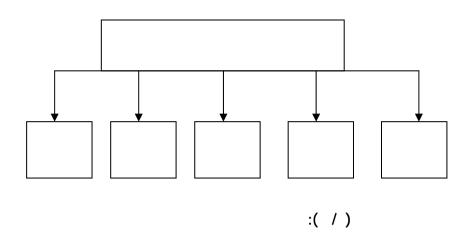








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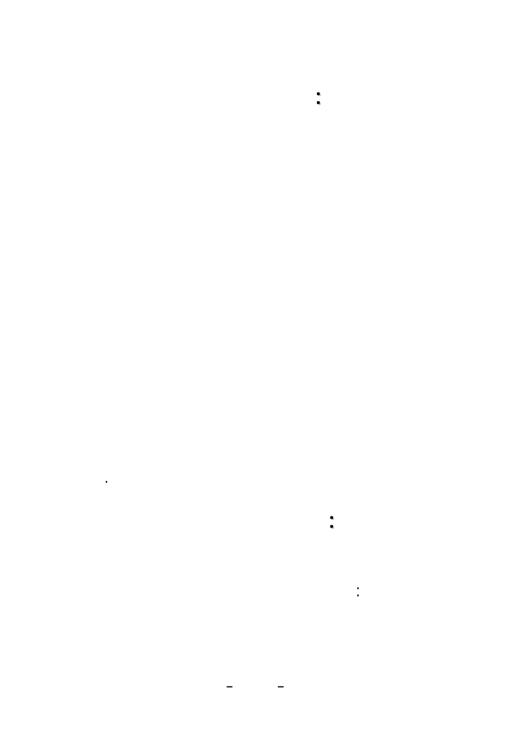
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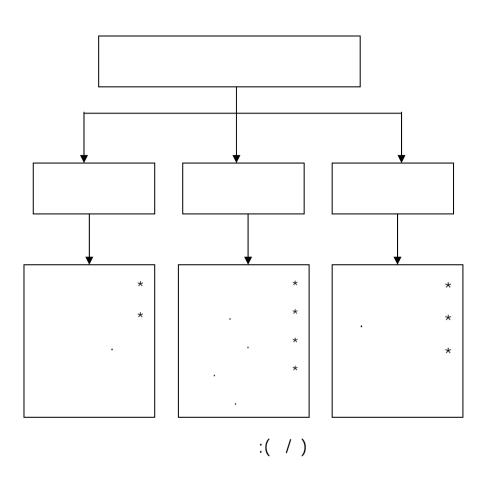
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Teleconferencing

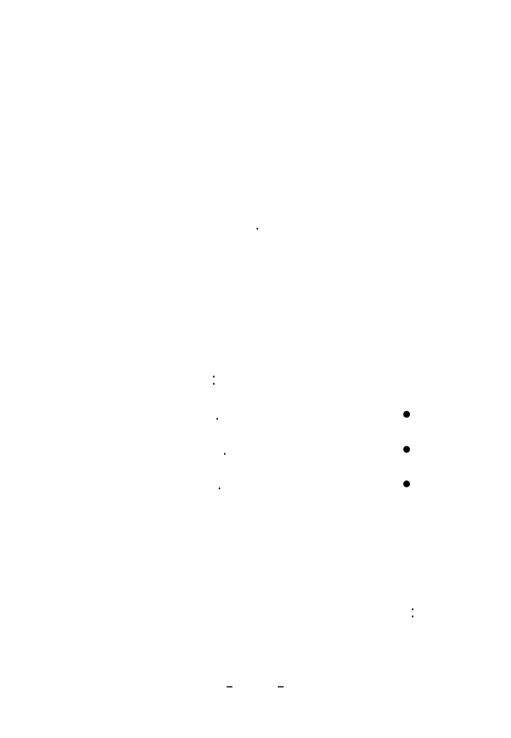
On-the-Job-Training

Self – directed

learning



Action training



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Training process*	*
* Training Needs assessment	*
* Organizational analysis	*
* Person analysis	*
* Transfer of training	*
* Distance learning	*
* e. Training	*
* Case studies	*
* Business games	*
* Team training	*
* Virtual training	*
* Training evaluation.	*

الفصل الثامن

إدارة وتقييم الأداء

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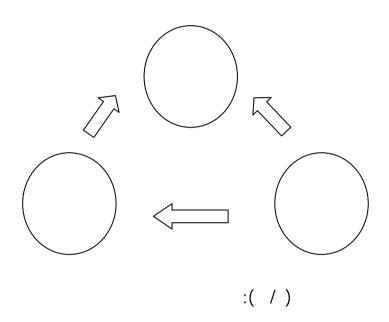
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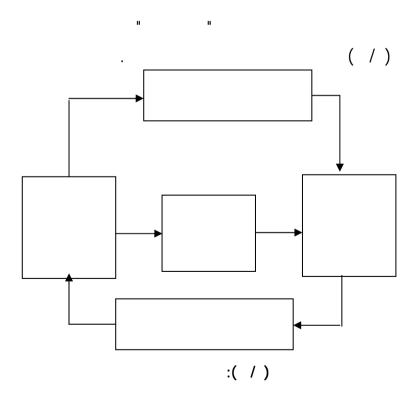
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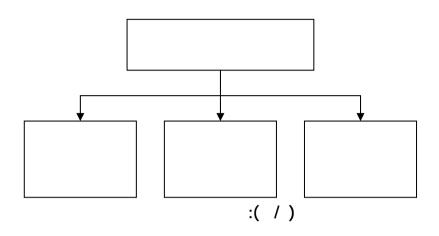
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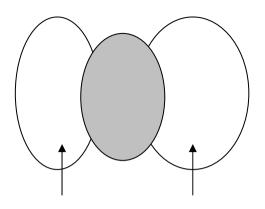
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Reliability

Acceptability

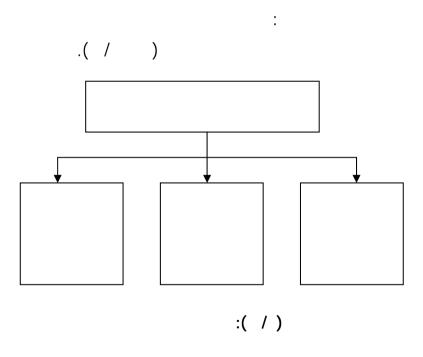
Specificity

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Ranking)

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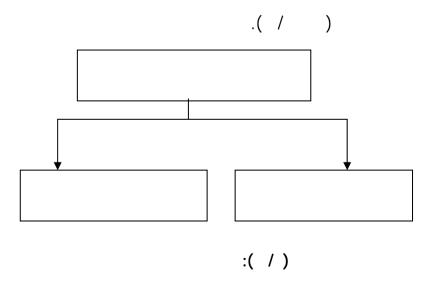
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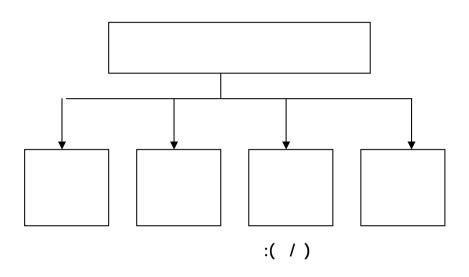
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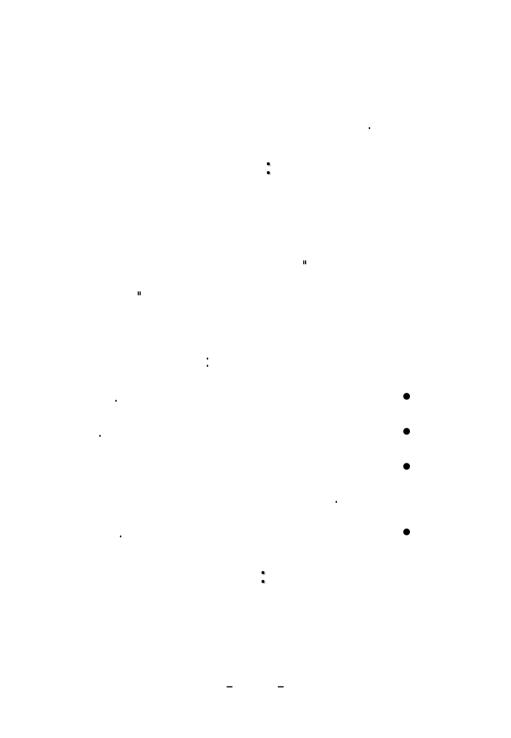
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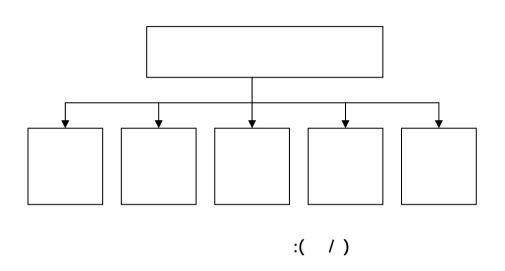
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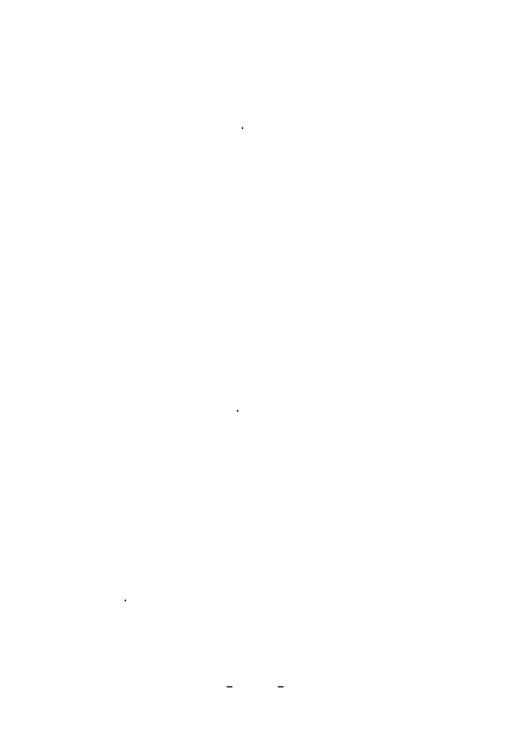
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Leniency ()

Strictness

General tendency

Similarity :

."Similar to me"

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* Performance appraisal	*
* Performance	*
management	
* Strategic congruence	*
* The comparative	*
approach	
* The attribute approach	*
* The results approach	*
* Critical indents	*
* Behaviorally anchored	*
rating scales (BARS)	
* Behavior Observation	*
scales	
* Organizational behavior	*
modification	
* Assessment centers	*
* Management by	*
objectives	

الفصل التاسع

الأجور والمكافآت

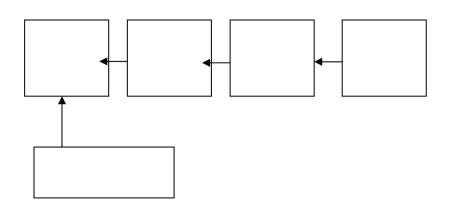
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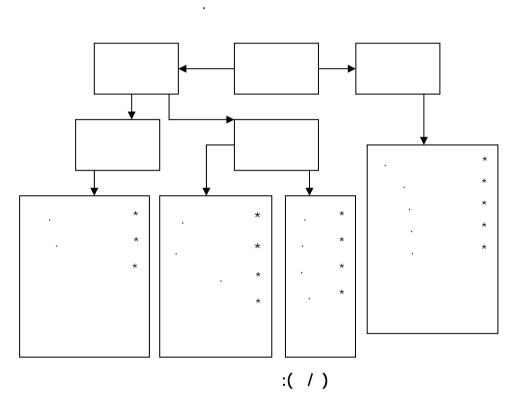


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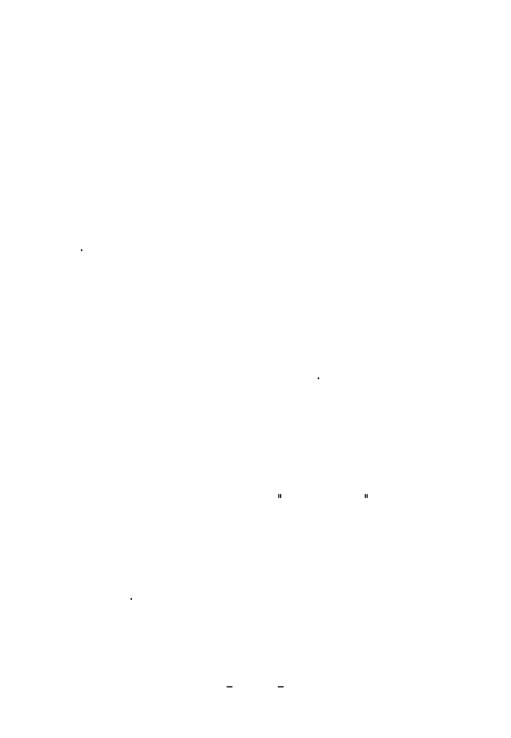
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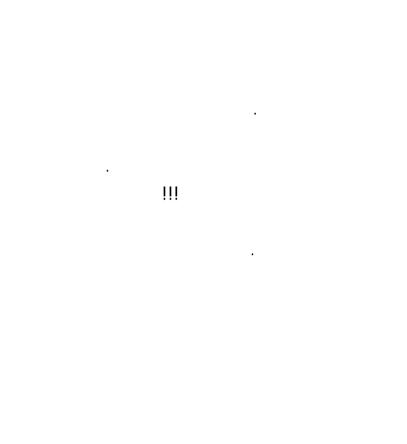


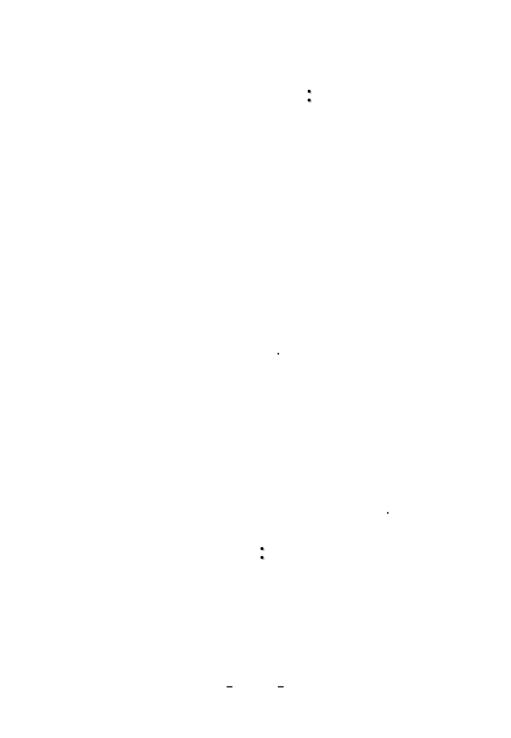
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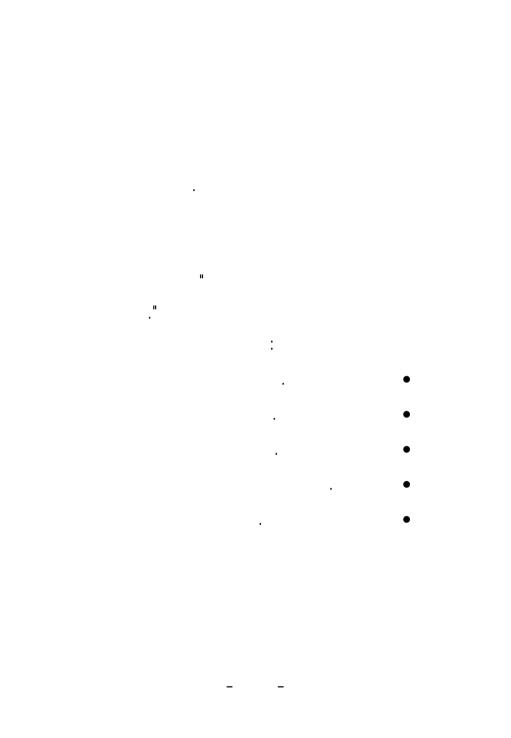
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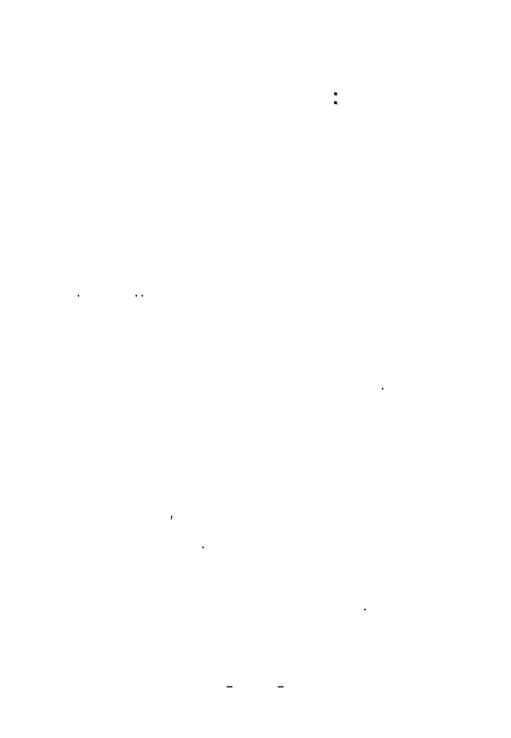
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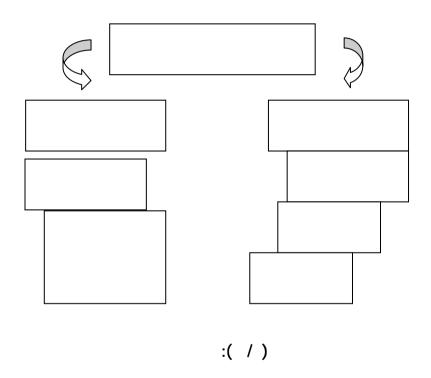
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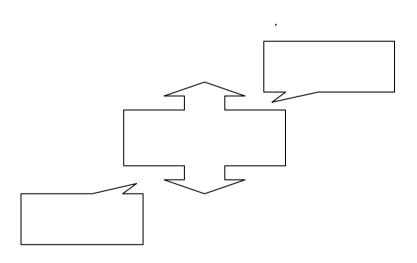
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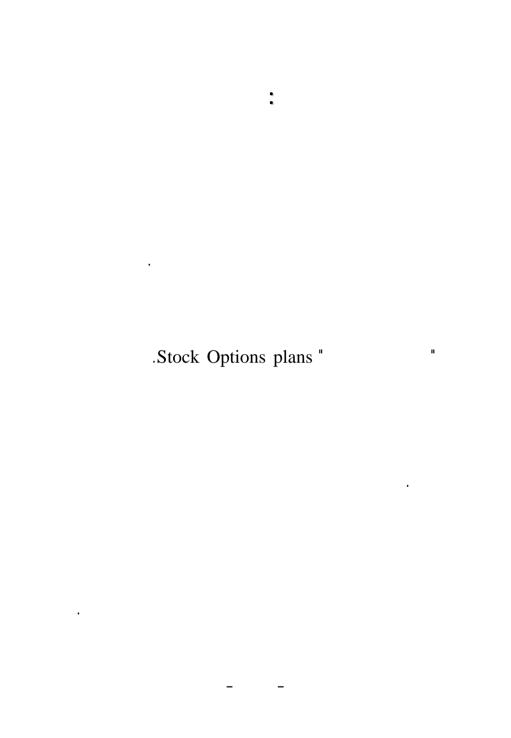


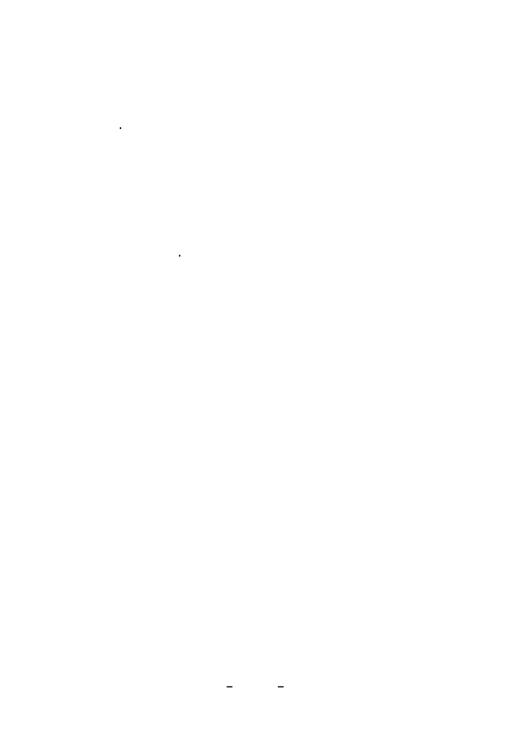
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."You get what you pay for"

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Pant – wide incentives





* Intrinsic rewards	*
* Extrinsic rewards	*
* Job Evaluation	*
* Compensation administration	*
* Pay structure	*
* Ranking Method	*
* Classification Method	*
* Factor comparison method	*
* Point Method	*
* Wages curves	*
* Wage survey	*
* Merit pay	*
* Commissions	*

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الفصل العاشر

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(Morris, 1996)

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Yung,)
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(Stewart 1997)

(Korot and Tovstiga 1999) (Mclagan 1997)

.(Cohnc 1997; Mirabile, 1997) Wright and Belcourt (1994)

Holiday Inn

Ashton:

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Le Bleu and)

(Sobkowiak, 1995

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Groth, 1999; )
                           .(Goldstein, 1997
            BP
Sibson &
                      Jim Kochanski
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                             Chapman
           .(Ashton 1997)
Hewlett and
                         Eichelberger (1999)
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(Le Bleu

and Sobkowia, 1995

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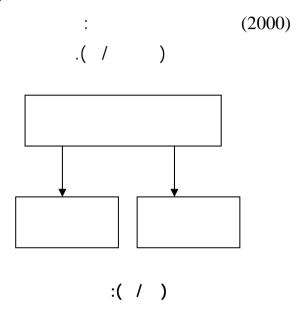
Competent Manager
.(Heffernan & Flood, 2000)

Mirabile (1997)

Dingle (1995)

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Sandberg



.(Lucia and Lepsinger, 1999)

.(Hydock, Connor, and Frank, 1995)
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Hydock, Connor, and Frank (1995)

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Heffernan	and	Flood
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(2000)

Hydock, Connor, and)

.(Frank, 1995

Hydock (1995)

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.National Vocational Qualifications

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Parry (1996)

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(Lucia and Lepsinger 1999)

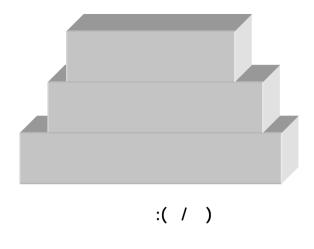
"A Competency model is a descriptive tool that identifies the skills, Knowledge, Personal characteristics, and behaviors needed to perform a role effectively in the organization and help the business meet its strategic objectives" (Lucia & Lepsinger, 1999, P: 5).

Patching(1999)

Lucia &

Lepsinger (1999)

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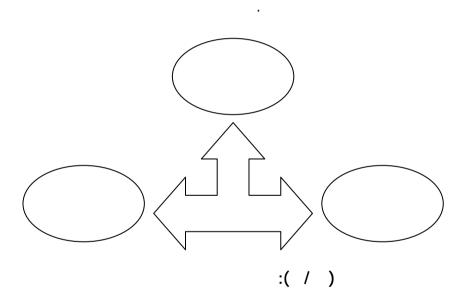


Lucia and Lepsinger,)

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.(Lawler, 1996)



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.(Day, 1994)

(Mclagan, 1996)

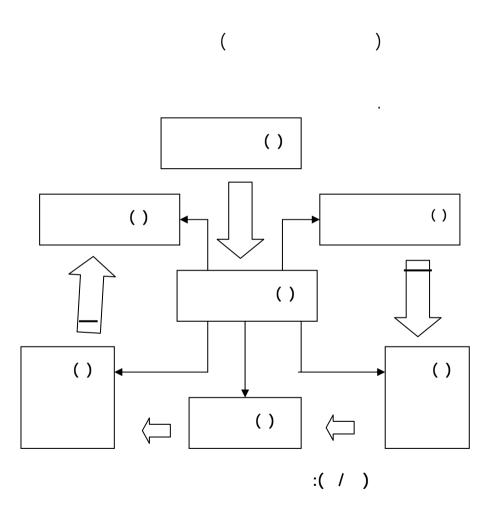
Sandberg (2000)

.Dalton (1997)

Heffernan and Flood (2000)

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Holmes (1995)



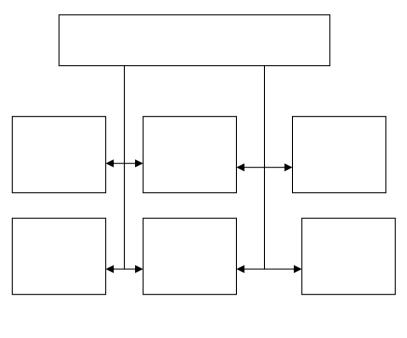
Defillippi and Arthur (1994)

(Yeung (1996

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Australian	Notional	training)	
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Lawler (1996)

.(Le Blen and Sobkowiak, 1995)

Lucia and Lepsinger (1999)

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Focus Groups

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McLagan, (1997)

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McLagan (1997)

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Le Bleu and)

.(Sobkowiak, 1995

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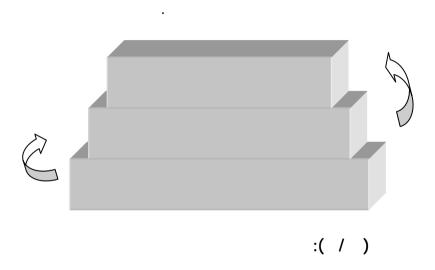
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.(Sandberg, 2000)

.(Schermerhorn, Hunt, and Osborn, 1994)

Cahoon (1987)

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Kouzes and Ponser

(1990)

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Dalton (1997)

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.(Powers, 1987)

Eubank, Marshal, and O'Driscoll (1990)

People skills

Data Skills

.Delivery skills

Lucia and Lepsinger

(1999)

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Morden (1977)

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The University of)

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Miner, 1980; Pierce and)
(Newstorm, 1995

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(Heffernan and Flood, 2000)

.(Hydock, et. Al 1995)

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Le Bleu and Sobkowiak (1995)

Hydock (1995)

Bolton Business

"school (BBS)

Lombardo and

Eichinger (1996)

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Hydock (1995)
      ."Learning Contract" "
Reinhart
                                         (1997)
                ."Learning Support systems" "
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Joia,)

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Drucker (1998)

.(Heffernan and Flood, 2000)

Ashton (1996)

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Zemke and Zemke (1999)

Role - specific
Generic

Zemke and Zemke,)

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Ultrich,

Brockbank, yeung and lake, (1995)

(Dalton, 1997)

Wright and Welcourt (1999)

Hydock (1995)

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Hewlett – Packard (HP)

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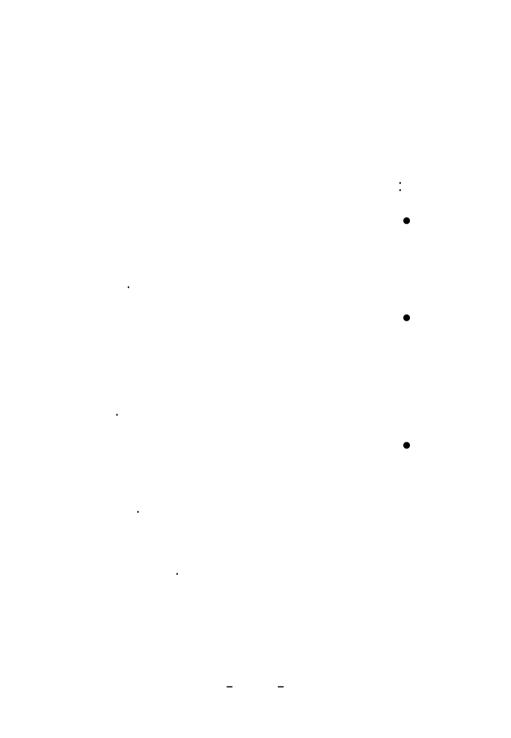
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McLagan (1996)

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* Competency models	*
* Core competencies	*
* Competency – based management * Functional competency	*
* Personal competency	*
* The Mississippi competency model * Data skills	*
* Focus groups	*
* Worker's Approach	*
* Functional Approach	*
* Interpretative competency model	*
* Competency gap	*
* Self – learning competency model	*

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الفصل الحادي عشر

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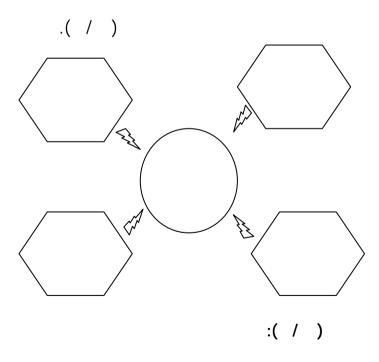
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.(Babin and Boles, 1998)

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:Glass Ceiling

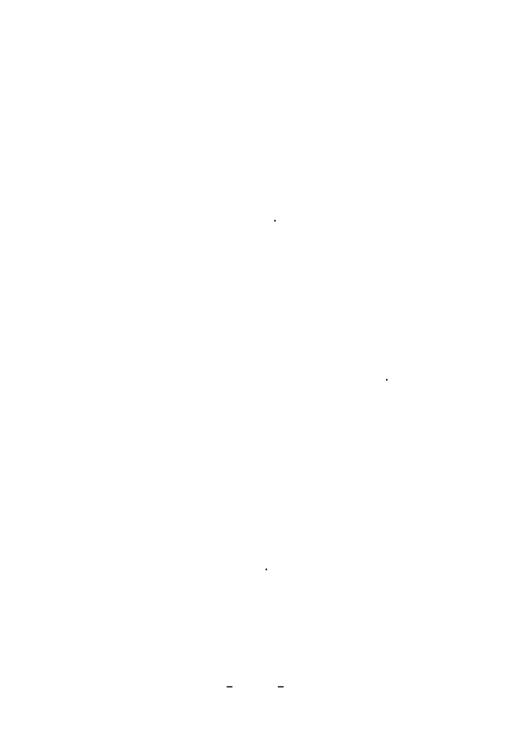
Korac – Kakabadse & Kouzman,)

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(Adler, 1999)

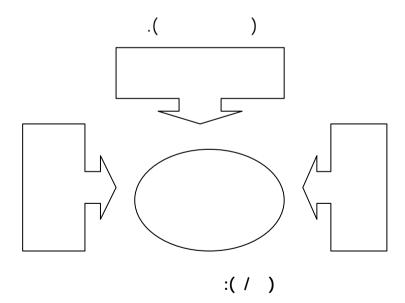


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:Knowledge workers

Professionals (Automation)

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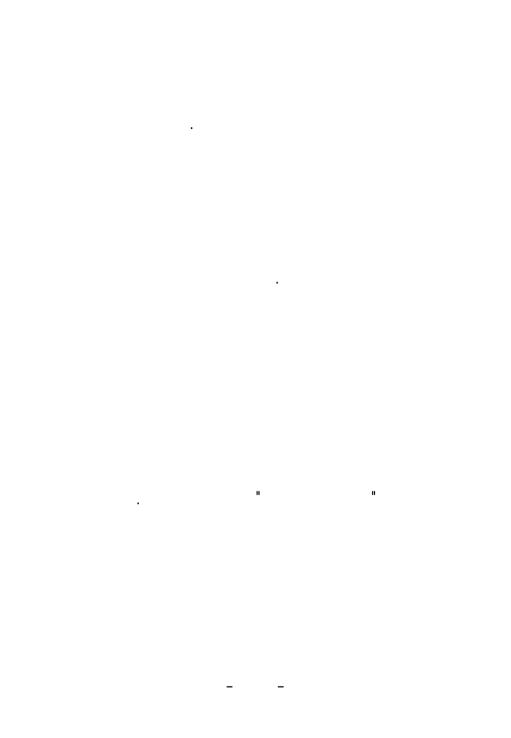
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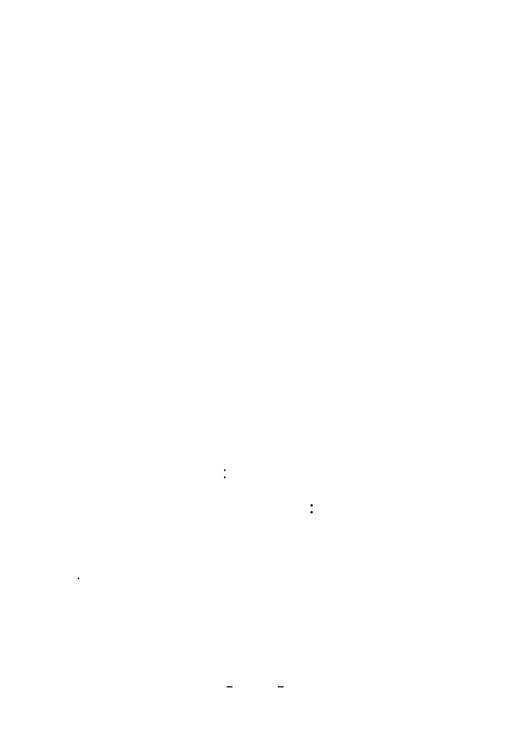
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*	Women in management	*
*	Working woman	*
*	Political variables	*
*	Economic Variables	*
*	Cultural variables	*
*	Social variables	*
*	Technological variables	*
*	Service economy	*
*	Glass ceiling	*
*	Women movement	*
*	Virtual offices	*
*	Tele – conferencing	*
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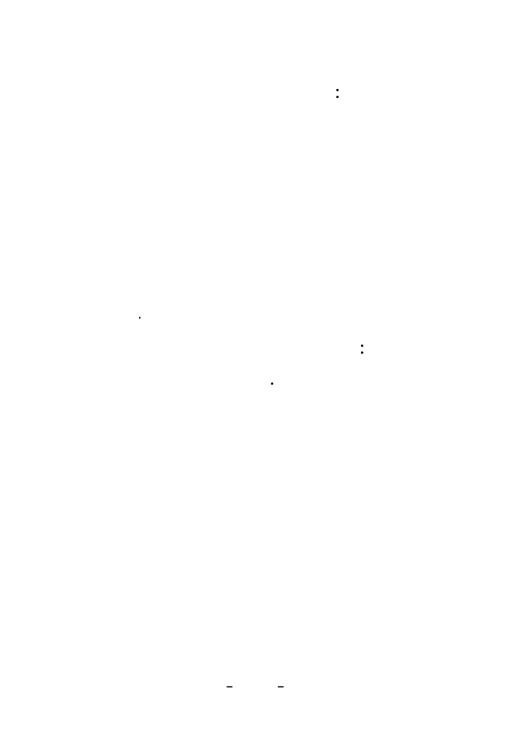
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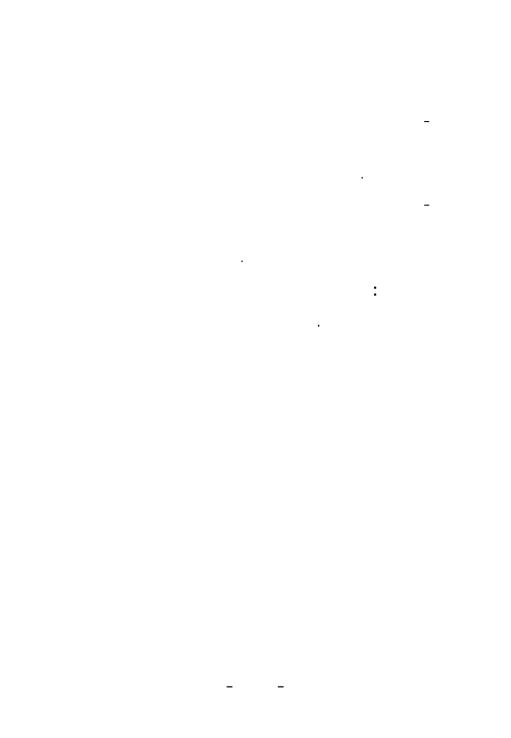
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Australian National training authority, : .1998

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