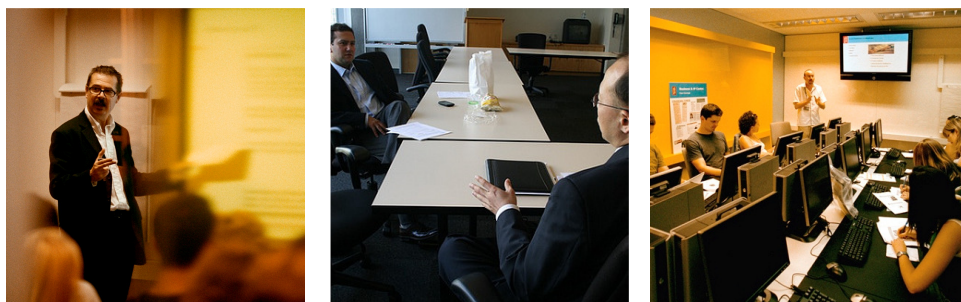


RECRUITMENT & TRAINING INDUSTRY GUIDE

Updated 30 January 2012



Directories

The Benefits Book (Centaur, annual) [(B) DIR 658.352029441 BUS]

Details of suppliers of employee benefits including healthcare, pensions, childcare, employee share schemes etc.

The Best 600 Companies to Work For (Best Companies, annual) [DIR 338.70941 BUS]

Lists the companies with workplace reports and details of types of vacancies.

Directory of Products & Suppliers: UK Education & Training (British Educational Suppliers Association, annual) [(B) DIR 338.7613702541 BUS]

Lists suppliers of educational & training equipment eg whiteboards, software, furniture etc.

Executive Grapevine Directory of Executive Recruitment: International Edition (Executive Grapevine International, annual) [(B) DIR 658.407111025 BUS]

Country-by-country listing of consultants specialising in executive recruitment. Includes contact details as well as biographies of the major consultants and lists their specialisms.

Executive Grapevine: UK Executive Recruitment Consultants (Executive Grapevine International, annual) [(B) DIR 658.40 BUS]

UK edition of directory listing consultants specialising in executive recruitment and talent management (sourcing senior managers and staff, sometimes known as 'headhunters'). Detailed listing of consulting firms with biographies of consultants, company profile and specialisms. Divided into board and leadership, financial and professional services specialist, search and selection and interim management providers.

The HR Directory (HR Director, annual) [(B) DIR 338.7616583002541 BUS]

Short listing of HR suppliers including HR recruitment companies, software etc.

Personnel Manager's Yearbook (AP Information Services, annual) [(B) DIR 658.3002541 BUS]

Large directory for people working in human resources departments. Includes detailed listings of HR and training managers in large companies and organisations, suppliers to the HR industry (including conferences, training, employee communications, software, incentives, legal services, consultants, testing etc.) Detailed listings of employment agencies and training companies by specialism. Also includes pay trends and local issues.

Recruitment International: the Top 100 Report (Recruitment Publications, annual) [(B) DIR 338.761331128 BUS]

Annual ranking of the UK's top 100 employment agencies. Includes details of their turnover, number of offices and staff, types of business and a description of each. Also sector breakdown tables.

Recruitment International: the Top 250 Report (Recruitment Publications, annual) [(B) DIR 338.7613311280941 BUS]

Annual ranking of the UK's top 250 employment agencies with information similar to the above publication.

Retail Directory (Hemming, annual) [(B) DIR 381.1 BUS]

Includes a small section listing the large employment agencies with shops on the High Street.

Training Manager's Yearbook (AP Information Services, annual) [(B) 658.3124 BUS]

Directory for training manager's and people in company training departments. Includes detailed listing of training & development managers in large companies and organisations. Also a detailed listing of training course providers by specialism as well as software, online providers and training venues. Also brief statistics on training.

Note: many specialist directories will list training providers and employment agencies serving the industry covered, e.g. The Caterer & Hotelkeeper Directory [(B) DIR 647.95 BUS]

Market Research & Statistics

Employment Agencies: Business Ratio Report (Key Note, 2011) [A-Z sequence by title] [Available onsite via electronic resources]

Detailed company financial profiles of the major players in the employment agencies sector, including balance sheets & performance analysis. Also league tables based around many key indicators. Includes a brief industry overview.

Employment Agencies: Financial Survey (Key Note, 2008) [A-Z sequence by title] (2 volumes)

Brief company financial surveys of small and large companies in the sector with key data. Divided into quoted and unquoted companies.

Employment Services in the United Kingdom (Datamonitor, 2011) [Available onsite via electronic resources – OneSource and Business Source Complete]

Report includes market overview and segmentation, leading companies, forecasts etc. There are similar reports by Datamonitor covering other countries plus a global report.

IT Recruitment (Key Note, 2010) [A-Z sequence by title] [Available onsite via electronic resources]

Covers contract, temporary & permanent recruitment markets in the IT sector. Includes PEST analysis, consumer dynamics, forecasts and profiles of companies in the sector, consumer confidence and further sources.

IT Training (Key Note, 2010) [A-Z sequence by title] [Available onsite via electronic resources]

Covers instructor-led training, elearning, engineer and software training. Sections include demographics, market size, industry background, competitor analysis, buying behaviour, current issues, the global market, forecasts, company profile, consumer confidence and further sources.

Recruitment Agencies (Temporary and Contract) (Key Note, 2011) [A-Z sequence by title] [Available onsite via electronic resources]

Covers agencies specialising in temporary positions. Includes market size, industry background, competitor analysis, SWOT analysis, buying behaviour, current issues, the global market, forecasts, company profiles, consumer confidence and further sources.

Recruitment Agencies (Permanent) (Key Note, 2011) [A-Z sequence by title] [Available onsite via electronic resources]

Covers agencies specialising in permanent positions. Includes market size, industry background, competitor analysis, SWOT analysis, buying behaviour, current issues, the global market, forecasts, company profiles, consumer confidence and further sources.

Training (Key Note, 2011) [A-Z sequence by title] [Available onsite via electronic resources]

Covers the public & private sectors, coaching, tailored courses, work-based-learning etc. Sections cover demographics, market size, industry background, competitor analysis, buying behaviour, current issues, the global market, forecasts, company profiles and further sources.

UK Market Synopsis: Business Training (Cobweb Information, 2009 [SYN075]) [Available onsite via electronic resources]

Includes technical and IT training, current trends and influences, government initiatives and forecasts.

UK Market Synopsis: IT Consultancy and Training (Cobweb Information, 2010 [SYN083]) [Available onsite via electronic resources]

Covers both consultancy and training in IT including current trends and influences and forecasts.

UK Market Synopsis: Recruitment (Cobweb Information, 2011 [SYN059]) [Available onsite via electronic resources]

Current trends and influences plus a survey of sector-specific recruitment agencies.

Small Business Help

Careers Coach – BOP438 (Cobra, 2009) [available onsite via electronic resources]

Qualifications, key market issues, trading issues and further information for people wanting to set up as a freelance careers adviser.

Computer and Internet Trainer – BOP332 (Cobra, 2011) [available onsite via electronic resources]

Qualifications, key market issues, trading issues and further information for those wanting to start an IT training business.

Executive Coach – BOP496 (Cobra, 2010) [available onsite via electronic resources]

Qualifications, key market issues, trading issues and further information for people wanting to set up as an executive coach.

Executive Search Consultants – BOP428 (Cobra, 2010) [available onsite via electronic resources]

Qualifications, key market issues, trading issues and further information for those wanting to set up a professional 'head hunting' business.

Freelance Business Trainer – BOP492 (Cobra, 2009) [available onsite via electronic resources]

Qualifications, key market issues, trading issues and further information for those wanting to set up a business and professional training company.

How to Be a Successful Life Coach by Shelagh Young (How To Books, 2009) [(B) SBH 158.3068 YOU]

Guide to setting up a coaching business including skills, choosing a client base, business structure etc.

Life Coaching Handbook by Curley Martin (Crown House, 2001) [(B) SBH 158.9 MAR Small Business Help Section]

How to become a life coach. For training professionals and human resource managers etc.

Recruitment Agency – BOP084 (Cobra, 2010) [available onsite via electronic resources]

Qualifications, key market issues, trading issues and further information for those wanting to set up a recruitment agency.

Successful Seminar Selling by Philip Calvert (How to Books, 2004) [(B) SBH 658.85 CAL Small Business Help Section]

How to run your own seminars, workshops, demonstrations and networking events.

Temping Agency – BOP226 (Cobra, 2011) [available onsite via electronic resources]

Qualifications, key market issues, trading issues and further information for people wanting to set up a recruitment agency specialising in temporary staff.

Trade Magazines & Newsletters

The Grapevine (Executive Grapevine International, monthly) [(P) AQ52 – E(2) BUS]

News for people in the talent management sector including company profiles, trends, career development issues etc. Also publish directories of executive recruitment consultants (see Directories section).

Industrial and Commercial Training (Emerald Group, quarterly) [Social Sciences Periodicals Display for 12 months then Humanities P.513/237] [available onsite via electronic resources – ABI Inform & Emerald]

Semi-academic journal covering the latest research in training and development for industry and business.

Labour Market Outlook: Quarterly Survey Report (Chartered Institute of Personnel and Development, quarterly) [(P) 658.3094105 – E (1) Business]

Trends in the labour market and recruitment and economic background.

Pay & Benefits (Payroll Alliance/LexisNexis, monthly) [(P) 658.3005 – E(1) Business]

Magazine for people working human resources and particularly payroll. Includes employee benefits, outsourcing, HR issues, software & payroll services & job adverts.

Recruiter (Centaur Publications, fortnightly) [Humanities – Zk.9.b.17414] [available onsite via electronic resources – Factiva and Business Source Complete]

Magazine for recruitment professionals. Industry news, sector profiles, features, people moves, company news & rankings, large recruitment job advert section.

Global Recruiter (Front Page Publishing, monthly) [(P) 658.31110941 – E(1) BUS]

Formerly 'Recruitment Consultant'. News and trends in the UK staffing industry. Covers job moves, job adverts, training and payroll issues.

Talent Engagement Review (Osney Media, quarterly) [ZK.9.b.29550 – Humanities] (Must be ordered using Explore the British Library) [Previous issues under old title at (P) 658.305 – E(1) BUS]

Formerly 'Talent Management Review'. Magazine with features on trends in the talent management sector.

Training Journal (Fenman Ltd, monthly) [Social Science Periodicals Display for 12 months then Humanities P.551/109] [available onsite via electronic resources – ABI Inform & Business Source Complete]

News and features for those involved in the learning and development sector, including coaching. There is company news, interviews, reviews of resources, conferences and a marketplace section.

This list does not include academic or technical journals on management or training. Many of these will be available in the Social Sciences reading room. There are also publications relating to pay trends in the Business & IP Centre from Croner Reward (see catalogue).

Internet Sources

Association of Employment and Learning Providers

Membership organisation for private, not-for-profit and voluntary sector training organisations, including apprenticeship schemes. Site includes news and policy documents.

www.aelp.org.uk

British Library Management & Business Studies Portal

Gateway to reports, articles, news and original content on the internet and in the British Library. Includes human resources management and employee relations.

www.mbsportal.bl.uk

Freeskills

Free access to hundreds of online tutorials and paid access to online courses.

www.freeskills.com

The Global Recruiter

Online version of the magazine. Includes news, features, job adverts and supplier directory.

www.theglobalrecruiter.com

Learning and Performance Institute

Website of the professional body for learning and development professionals. Details of the institute and information on careers, events, accreditation and standards. Contains research papers, webinars and industry news.

www.thetrainingprofessional.com

Online Recruitment (OnRec)

Free news and information about the recruitment industry. Includes site and sector profiles, discussion forum and a directory.

www.onrec.com

Pay & Benefits

Online version of Pay and Benefits magazine.

www.payandbenefitsmagazine.co.uk

Payroll Alliance

Resources for payroll professionals, news & regulations.

www.payrollalliance.com

Personnel Today

Online version of the industry weekly newspaper, now only available online. Includes latest news, blogs, resources and supplier details.

www.personneltoday.com

Recruiter Magazine

Online version of the magazine. Includes news, analysis and job advert search functions.

www.recruitermagazine.co.uk

Training Journal

Website accompanying the Training Journal. Free aspects of the site include recent training news, directories of training course providers, training venues and suppliers to the training industry. Also job search facility, conference reports and details of awards.

www.trainingjournal.com

Training Pages

Directory of over 25,000 courses, categorised by subject with an alphabetical listing of training providers and a venue guide. Free to register.

www.trainingpages.com

Training Zone

Information for trainers. Includes news & features, useful downloadable documents, directories (of trainers, venues, suppliers, courses & coaches) and a job search facility.

www.trainingzone.co.uk

Vault

Portal for career information. Includes employer guides, industry surveys, salary surveys, recruitment directories and networking. American but covers UK information.

www.vault.com

Note: Every effort has been taken to ensure the accuracy of the information contained in this document, however some recently acquired items may since have been added to the collection. Please ask for help at the enquiry desk or check the Business Information Catalogue.



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