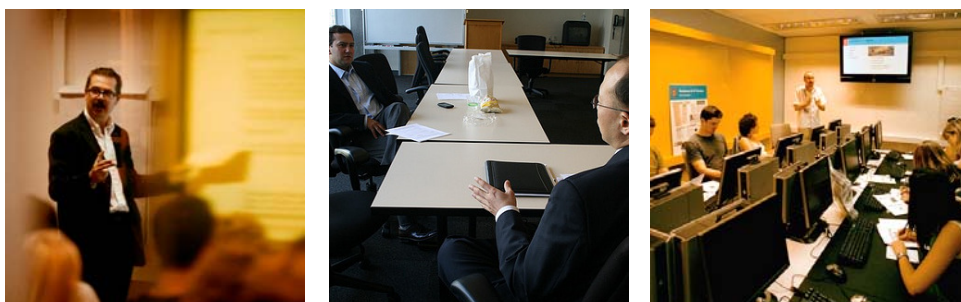


# RECRUITMENT & TRAINING INDUSTRY GUIDE

Updated 21 January 2011



## 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 serving the industry covered, e.g. The Caterer & Hotelkeeper Directory [(B) DIR 647.95 BUS]*

## Market Research & Statistics

**Business Ratio Report: Employment Agencies** (annual, Key Note) [(B) MKT 338.4333112802541 Bus]

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.

**E-Recruitment** (Key Note, 2006) [(B) MKT 338.4765831110941 Bus] (Also available via electronic resources).

Looks at the market for online recruitment in the UK. Includes a strategic overview, competitive structure of the market, market drivers, SWOT and PEST analyses, recruiter strategies, site user dynamics, site strategies, forecasts, consumer confidence and further sources.

**Employment Services in the United Kingdom** (Datamonitor, 2010) [Available online in the Centre through 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.

**Financial Survey Report: Employment Agencies** (annual, Key Note) [(B) MKT 338.4333112802541 Bus] (2 volumes)

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

**IT Recruitment** (Key Note, 2010) [(B) MKT 338.473311280941 BUS] (Also available 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) [(B) MKT 338.4700407041 BUS] (Also available 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) [(B) MKT 338.476583111 Bus] (Also available 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, 2010) [(B) MKT 338.476583111 Bus] (Also available 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, 2009) [(B) MKT 338.473740130941 BUS] (Also available online 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) [Available electronically on the Cobra database]  
Includes technical and IT training, current trends, current trends and influences, government initiatives and forecasts.

**UK Market Synopsis: IT Consultancy and Training** (Cobweb Information, 2010) [Available electronically on the Cobra database]  
Covers both consultancy and training in IT including current trends and influences and forecasts.

## Small Business Help

**COBRA** (Electronic resource in the Business & IP Centre)  
Factsheets on starting and running small businesses.

*Business Opportunity Profiles:*

Executive Coach (BOP496)

Executive Search Consultant (BOP428)

Freelance Business Trainer (BOP492)

IT Trainer (BOP332)

Recruitment Agency (BOP084)

Temping Agency (BOP226)

**Life Coaching Handbook** by Curley Martin (Crown House, 2001) [Small Business Help Section]  
How to become a life coach. For training professionals and human resource managers etc.

**Successful Seminar Selling** by Philip Calvert (How to Books, 2004) [Small Business Help Section]  
How to run your own seminars, workshops, demonstrations and networking events.

## Trade Magazines & Newsletters

**Employee Engagement Today** (Osney Media, quarterly) [(P) 658.314 – E(1) Business]  
Trends in employment practices and employee relations.

**The Grapevine** (Executive Grapevine International, monthly) [(P) AQ52 – E(2) Business]  
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]  
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.

**Payroll & Human Resources** (Reed Elsevier, 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.

**Personnel Today** (Reed Business Information, weekly) [Social Science periodical display for 3 months then Humanities ZK.9.b.177]  
Main weekly newspaper for those working in human resources. Includes news, features, comment, job adverts and benchmarking data.

**Recruiter** (Centaur Publications, fortnightly) [Humanities – Zk.9.b.17414]  
Magazine for recruitment professionals. Industry news, sector profiles, features, people moves, company news & rankings, large recruitment job advert section.

**Recruitment Consultant** (Front Page Publishing, monthly) [(P) AQ52 – E(4) Business]  
News and trends in the UK staffing industry. Covers job moves, job adverts, training and payroll issues.

**Talent Management Review** (Osney Media, quarterly) [(P) 658.305-E1(1) Business]  
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]  
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 Learning Providers**

Membership organisation for private, not-for-profit and voluntary sector training organisations.  
[www.learningproviders.org.uk](http://www.learningproviders.org.uk)

### **British Library Management 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](http://www.mbsportal.bl.uk)

### **Freeskills**

Free access to hundreds of online tutorials and paid access to online courses.  
[www.freeskills.com](http://www.freeskills.com)

### **Online Recruitment (OnRec)**

Free news and information about the recruitment industry. Includes site and sector profiles, discussion forum.  
[www.onrec.com](http://www.onrec.com)

### **Pay & Benefits**

Online version of Pay and Benefits magazine.  
[www.payandbenefitsmagazine.co.uk](http://www.payandbenefitsmagazine.co.uk)

### **Payroll Alliance**

Resources for payroll professionals, news & regulations.  
[www.payrollalliance.com](http://www.payrollalliance.com)

### **Personnel Today**

Online version of the industry weekly newspaper. Includes latest news, blogs, resources and supplier details.  
[www.personneltoday.com](http://www.personneltoday.com)

### **Recruiter Magazine**

Online version of the magazine. Includes news, analysis and job advert search functions.  
[www.recruitermagazine.co.uk](http://www.recruitermagazine.co.uk)

### **Recruitment Consultant**

Online version of the magazine. Includes news, features, job adverts and supplier directory.  
[www.rec-con.co.uk](http://www.rec-con.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](http://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](http://www.trainingpages.com)

### **The Training Professional from the Institute of IT Training**

Website of the professional body for IT trainers. Details of the institute and information on careers, events, accreditation and standards. Also a tender submission facility.

[www.thetrainingprofessional.com](http://www.thetrainingprofessional.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](http://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](http://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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