



**B** PENERBIT  
**BUKULOKA**

# MANAJEMEN KARYAWAN

PANDUAN PRAKTIS UNTUK PIMPINAN PERUSAHAAN

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Chon Cho Reynolds Manday, S.E., M.M.



# **Manajemen Karyawan: Panduan Praktis Untuk Pimpinan Perusahaan**

**Chon Cho Reynolds Manday, S.E., M.M.**

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Adm. Jakarta Barat, Provinsi DKI Jakarta, Kode Pos: 11620

Email: [penerbit.blb@gmail.com](mailto:penerbit.blb@gmail.com)

Whatsapp: 0878-3483-2315

Website: [bukuloka.com](http://bukuloka.com)

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# KATA PENGANTAR

Puji syukur ke hadirat Tuhan Yang Maha Esa atas rahmat dan karunia-Nya, sehingga buku berjudul *Manajemen Karyawan: Panduan Praktis Untuk Pimpinan Perusahaan* dapat hadir sebagai bacaan yang ringkas, praktis, dan mudah dipahami oleh berbagai kalangan.

Buku ini membahas berbagai aspek penting dalam pengelolaan karyawan, mulai dari perencanaan tenaga kerja, komunikasi di lingkungan kerja, peningkatan kinerja, pembinaan kedisiplinan, hingga upaya membangun hubungan kerja yang sehat dan produktif. Penyajian materi dibuat sederhana agar dapat digunakan oleh pimpinan perusahaan, pelaku usaha, serta pembaca umum yang ingin memahami cara mengelola sumber daya manusia secara lebih efektif.

Buku ini dijual untuk masyarakat umum dan diharapkan dapat menjadi bacaan yang bermanfaat bagi siapa pun yang ingin memperkuat kemampuan dalam memimpin, mengarahkan, serta mengembangkan karyawan di lingkungan kerja.

Jakarta, Juli 2026

Tim Penyusun

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Buku *Manajemen Karyawan: Panduan Praktis untuk Pimpinan Perusahaan* menyajikan berbagai strategi dan langkah efektif dalam mengelola sumber daya manusia di lingkungan kerja. Pembahasan mencakup proses rekrutmen, pengembangan kompetensi, peningkatan produktivitas, pembentukan budaya kerja yang positif, hingga cara membangun hubungan yang harmonis antara pimpinan dan karyawan.

Ditulis dengan bahasa yang jelas dan mudah dipahami, buku ini memberikan wawasan yang dapat diterapkan dalam berbagai jenis organisasi dan usaha. Sangat cocok bagi masyarakat umum, pemilik usaha, manajer, maupun siapa saja yang ingin memahami cara mengelola karyawan secara profesional untuk mendukung pertumbuhan dan keberhasilan perusahaan.