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The PETA Practical Guide to Animal Rights Practical Guide to Acceptance and Commitment Therapy Practical Guide to Qabalistic Symbolism Don More Better Practical Guide to Persuasion Practical Guide to Racism Practical Guide for the Liturgy of the Hours Keys to Perception Practical Guide to Ethics The Llewellyn Practical Guide to Astral Projection The Four Agreements A Practical Guide to Dragon Making Right Helping Without Hurting in Church Benevolence A Practical Guide to Fedora and Red Hat Enterprise Linux Practical Guide to Getting the Job you Want Congressional Procedure: A Practical Guide to the Legislative Process in the U.S. Congress: The House of Representatives and Senate Explained Practical Guide to Negotiation Journalism Next A Practical Guide to Mindfulness The Toyota Kaizen Continuum Life Skills 10 Big Practical Guide to Computer Simulation Words Practical Guide to EFT Practical Guide to Data Mining for Business and Intelligence Practical Guide to Employment Law Streamlined ICA Practical Guide to Continuous Delivery The Viewpoints Book Practical Guide to Enzymology How to Do Research A Practical Guide to System Working with Specialized Language The Peak Performing Professor Visual Insights A Practical Guide to Autism Fight Practical Guide to Digital Manufacturing Practical Guide to Redundancy

In The Four Agreements, bestselling author don Miguel Ruiz reveals the source of self-limiting beliefs that rob us and create needless suffering. Based on ancient Toltec wisdom, The Four Agreements offer a powerful code of that can rapidly transform our lives to a new experience of freedom, true happiness, and love. • A New York Times bestseller for over a decade • Translated into 48 languages worldwide "This book by don Miguel Ruiz, simple yet powerful, has made a tremendous difference in how I think and act in every encounter." — Oprah Winfrey "Don Miguel Ruiz's book is a roadmap to enlightenment and freedom." — Deepak Chopra, Author, The Seven Spiritual Laws of Success "An inspiring book with many great lessons." — Wayne Dyer, Author, Real Magic "In the tradition of Castaneda, don Miguel Ruiz distills essential Toltec wisdom, expressing with clarity and impeccability what it means for men and women to live as peaceful warriors in the modern world." — Dan Millman, Author, Way of the Peaceful Warrior This volume is the first practical clinical guide on Acceptance and Commitment Therapy (ACT) yet available. It is designed to show how the model and techniques apply to various disorders, settings, and delivery options with the goal of allowing researchers and clinicians to begin applying ACT wherever it seems to fit. The book is divided into three sections, with chapters demonstrating the effectiveness of using ACT in the treatment approach for a wide range of clinical problems. The first section describes the theory underlying Acceptance and Commitment Therapy as a treatment approach and the intervention processes that encompass ACT. The second section presents ACT as it is applied to some typical behavioral disorders encountered by mental health and substance abuse practitioners. The last section examines ACT as it is applied with a variety of other populations, problems, settings, and modes of delivery. This volume will be of great value to researchers, therapists, practitioners, and students who are interested in new developments in cognitive and behavior therapy. ACT is in the public spotlight now more than ever as new research and information appears almost daily. Although in many ways this is a positive development it also presents challenges to families and practitioners who want to keep up with the latest developments and are left to sift through new information by themselves to see what is credible and relevant to them. Each of us needs a personal research assistant who can determine which information we need to pay attention to and let us know how it might affect our daily work and the children we are living with or serve. Since we each do not have our own research assistants on staff, I am delighted to recommend this wonderful book by Fred Volkmar and Lisa Wiesner. Both of these talented professional leaders have combined their scientific skills and understanding of the field with great practical experience and ideas about how research can be translated into clinical practice. The result is a book that provides the best and most comprehensive information about recent scientific developments and a splendid practical guide for how they are being implemented and what we are learning in the process. The issues are presented in a way that is complex but translated into language that is clear, direct, and easy to follow. The format also lends itself to a deep understanding of the complex issues and their implications through excellent charts, question and answer sections, and chapters that vary from describing diagnostic issues to stating very specifically how to expand and evaluate the information one is receiving. The comprehensive references and lists of additional resources also add greatly to the overall quality of the book. As a professional dedicated to understanding scientific advances and helping families and teachers to utilize them more effectively, I am very pleased to have an ally like this book available. I am very grateful to the authors for providing a credible, practical, and relevant addition to our field to help the many advocates and family practitioners to better understand the exciting new developments and how they can be implemented in our day to day work. Those taking

time to read through this superb volume will find it time well spent that pays back dividends in many different ways.

—FOREWORD by Gary B. Mesibov, Ph.D., Professor and Director of TEACCH, Treatment and Education of Autistic and Related Communication Handicapped Children University of North Carolina at Chapel Hill

This essential new text is designed for courses in contemporary moral issues, applied ethics, and leadership. Emphasizing personal choice in the study of ethics, the authors take the reader on a journey of self-discovery rather than a mere academic survey of ethics. *A Practical Guide to Ethics: Living and Leading with Integrity* helps students develop their skills in ethical decision-making and put those decisions into effective practice. Its unique focus on leadership, especially the moral dimensions of understanding one's own values, teaches students to understand and, through dialog and negotiation, communicate their own beliefs as a step to building coalitions with those who may hold different views. It is also distinctive in combining ethical theory with both multicultural ethics (Confucianism, Hinduism, Islam, feminism) and a practical orientation to moral decision-making and leadership.

*A Practical Guide to SysML: The Systems Modeling Language* is a comprehensive guide to SysML for systems and software engineers. It provides an advanced and practical resource for modeling systems with SysML. The source describes the modeling language and offers information on employing SysML in transitioning an organization or project to model-based systems engineering. The book also provides various examples to help readers understand the OMG Systems Modeling Professional (OCSMP) Certification Program. The text is organized into four parts. The first part provides an overview of systems engineering. It explains the model-based approach by comparing it with the document-based approach and providing the modeling principles. The origins of SysML is also discussed. The second part of the book covers a comprehensive description of the language. It covers the main concepts of model organization, parametrics, blocks, use cases, interactions, requirements, allocations, and profiles. The third part presents examples that illustrate how SysML supports different model-based procedures. The fourth part discusses how to transition and deploy SysML into an organization or project. It explains the integration of SysML into a systems development environment. Furthermore, it describes the category of data that are exchanged by SysML tool and other types of tools, and the types of exchange mechanisms that can be used. It also covers the factors that must be considered when selecting a SysML. Software and systems engineers, programmers, IT practitioners, and non-experts will find this book useful. \*The authoritative guide for understanding and applying SysML \*Authored by the foremost experts on the language \*Language description, examples, and quick reference guide included High-level essentials and "big ideas," this guide advocates a streamlined approach to instructional design: producing instructional materials that is sustainable, optimized, appropriately redundant, and targeted at continuous improvement.

Data mining is well on its way to becoming a recognized discipline in the overlapping areas of IT, statistics, machine learning, and AI. *Practical Data Mining for Business* presents a user-friendly approach to data mining methods, covering the typical uses to which it is applied. The methodology is complemented by case studies to create a versatile reference book, allowing readers to look for specific methods as well as for specific applications. The book is formatted to allow statisticians, computer scientists, and economists to cross-reference from a particular application or method to sectors of interest.

*The Practical Guide to Astral Projection* by Denning and Phillips is simply the best step-by-step set of lessons for learning this skill ever published. Over a quarter-million people are using this book to help them learn this valuable skill. If you want to learn how to project your consciousness onto the astral plane, you should use it, too. First, as the book shows, this skill is natural. You do it all the time (in dreams, for example.) In a sense, it is more natural than walking. It is a skill you can develop with practice. Further, it allows you to have spiritual experiences on the astral plane. Plus, what you create on the astral plane creates changes on the physical plane. This is true magick! Heal someone on the astral and they will be healed on the physical. Create opportunities on the astral and you will have them on the physical. You can even experience sex on the astral plane for one of the most dynamic experiences you will ever have. And you can learn to do all of this in *The Practical Guide to Astral Projection*. But it is not only the information in this book that makes it easy to understand and use. The very design of each chapter--as well as the illustrations, photos, charts, etc.--make it easy for you to learn the techniques to consciously control your astral projection experiences. The book begins by showing you what astral projection is and what it is not, what can happen and what is fantasy. As a result, you will discover that astral projection can be safe, comforting, exhilarating, and fun. Then you will learn methods of being able to let your consciousness leave your body and safely explore the astral plane. With this book in hand you can explore realms you not only dreamed of. Make your dreams a reality.

The Third Edition of *Journalism Next: A Practical Guide to Digital Reporting and Publishing* is the most informed, practical, and succinct guide to digital technology for journalists. Mark Briggs' forward-thinking techniques and accessible style prepares today's journalists for tomorrow's media landscape transformations. Readers will learn how to effectively blog, crowdsource, use mobile technology, mine social media, use databases, and expertly capture audio and video to report with immediacy, cultivate community, and convey compelling stories. Briggs helps readers quickly improve their digital literacy by presenting the basics and building on them to progress towards more specialized skills within multimedia. Readers will become equipped to better manage online communities and build an online audience. *Journalism Next* is a quick yet valuable read that provides a detailed road map for the future of journalism.

for journalists to reference time and time again. Written by a recognized leader in the manufacturing industry with two decades of experience working for Toyota, this book supplies a firsthand account of the realities behind implementing the Toyota Production System (TPS). The Toyota Kaizen Continuum: A Practical Guide to Implementing Lean provides authoritative insight on how to use the TPS to drive operational value and improvement across all segments of an organization. Highlighting valuable lessons learned directly from the TPS masters at the Toyota factories in Japan, Stewart provides a time-tested approach for implementing a process of continuous improvement. Delving into his ranging experience—that includes time as a team member on the assembly line and managing the vehicle assembly division for Toyota's largest European operation in the United Kingdom—he explains how to get the process started, to get senior management excited about the possibilities, and details a process for implementing the TPS in your organization. Written by an industry veteran named one of the Top 10 Automotive Executives by Automotive News, Unveils the methods used within the walls of the world's premier manufacturing organization Illustrates valuable lessons learned with real-world examples of TPS implementations Describes five simple steps for executing change in an organization The book includes case studies that illustrate real-life successes and failures behind the walls of the world's largest automobile manufacturing organization. Detailing a five-step process for executing improvement initiatives, this book supplies you with the tools and understanding of the core principles of the TPS needed to implement and sustain a process of continuous improvement in your organization. This new edition of Nick Moore's highly successful How to do Research offers an accessible guide to the complete research process. It focuses on the day-to-day requirements of project management, managing a piece of research right through from the formulation of the initial idea, to the development of a research proposal and then to the writing up and disseminating of results. Updated throughout, it also contains new and revised sections on in-house research; the use of sub-contractors and market-research companies; the use of the internet as a research tool; and ethical issues. The book provides practical help and guidance to anyone undertaking academic research, social research, whether through work or study. Part One of the book follows a step-by-step guide to the research process itself: develop the research objectives; design and plan the study; write the proposal; obtain financial support for the research; manage the research; draw conclusions and make recommendations; write the report; ? disseminate the findings. Part Two offers an introduction to some of the more common research methods, and takes the reader through the processes of collecting and analysing data, including sampling, surveys, interviewing, focus groups and capturing data. Readership: This book offers a wealth of invaluable guidance to both new and experienced researchers, presented in a clear, simple style. It is ideal for professionals undertaking research and the evaluation of services; for undergraduate and postgraduate students undertaking dissertations and other research projects; and as an introductory text on research methods courses in any social science discipline. First major exploration of a ground-breaking new technique for research and theatre artists. The only text providing practical guidelines to a wide range of topics important to the practitioner, the enzymologist. It offers advice on how solvents, salts, substrates, and denaturants affect enzyme function and stability; developing a scheme for purifying an enzyme from different kinds of tissue; applying different techniques for separating and fractionating proteins; characterizing proteins by determining molecular weight, isoelectric pH, amino acid composition, and sequence, ligand binding, and enzyme kinetics. Basic guidelines to procedures and hints for the operation of various techniques are also included. "Aimed at second- and third-year ethics courses offered out of medical schools, health sciences departments, and nursing programs, Doing Right: A Practical Guide to Ethics for Medical Trainees is a practical guide to analyzing and resolving the ethical dilemmas medical practitioners face on a day-to-day basis. Drawing extensively on real-life scenarios, this book takes a case-based approach to provide students and practitioners with the advice and skills they need to help their patients and overcome ethical challenges in the field. Newly co-authored by Wayne Rosen and fully revised and updated to include up-to-date coverage of such important topics as the impact of digital technology and social media, Medical Assistance in Dying legislation, this fourth edition of Doing Right will provide readers with the most up-to-date guidebook to medical ethics available."-- EFT Founding Master Judy Byrnes gives you practical advice on how to use Emotional Freedom Technique to improve your emotional well-being and transform your life. In Introducing EFT, through the proven method of 'tapping' you will learn how to remove negative feelings, let go of the past, improve willpower and aim for a positive future. CLEAR AWAY NEGATIVE EMOTIONS and find inner peace CURB CRAVINGS and take back control of your life TAP INTO YOUR POTENTIAL and eradicate those nagging doubts In this groundbreaking book, Knight shows how the Qabalah and its basic diagram, the Tree of Life, is a system of relationships among mystical symbols that can be used to gain access to the hidden reaches of the mind. He also demonstrates how the Qabalah is applicable to all mystical traditions and religious beliefs, including Christian mysticism, Greek, Egyptian and Celtic mythologies, and even Native American beliefs. It is indeed symbolic of our universal search for the Divine. Included here are two books in one. The first compares the Western Mystery Tradition with the Eastern system of yoga, analyzes the Tree of Life in full detail, and describes the practical application and theories of Qabalah symbolism. The second gives the most comprehensive analysis ever published of the twenty-two 'Paths of Consciousness and Glory' that join the Spheres of the Tree of Life taking into account the Hebrew alphabet, astrological signs, and

trumps. A large section explores the history of tarot design and the varying systems of correspondence with the Life. Congressional Procedure, explains the legislative and congressional budget processes along with all aspects of Congress. Ideal for anyone who wants to know how Congress really works: federal executives, attorneys, lobbyists, and public affairs staff, government affairs, policy and budget analysts, congressional staff, and students. Appreciate life- right here, right now. Learn how to use mindfulness every day, by listening to your body, becoming more aware of the present and letting go of negative thoughts. Mindfulness teacher and consultant Tessa Watt introduces simple mindfulness practices with lots of examples and exercises for newcomers to begin right away, as well as outlining deeper mindfulness practices for those who wish to take it further. Reduce anxiety and handle your emotions more effectively, enjoy the moment, and recover from bad moods more quickly, and slow down and find your own source of calm. With more than two million members and supporters, People for the Ethical Treatment of Animals (PETA) is the world's largest animal-rights organization, and its founder and president, Ingrid Newkirk, is one of the most well-known and most effective activists in America. She has spearheaded worldwide efforts to improve the treatment of animals in manufacturing, entertainment, and elsewhere. Every day, in laboratories, food factories, and other industries, animals by the millions are subjected to inhumane cruelty. In this accessible guide, Newkirk teaches readers hundreds of simple ways to stop thoughtless cruelty and make positive choices. For each topic, Newkirk provides hard facts, personal insight, inspiration, ideas, and resources, including:

- How to eat healthfully and compassionately
- How to adopt animals rather than support puppy mills
- How to make their vote count and change public opinion
- How to switch to cruelty-free cosmetics and clothing
- How to choose amusements that protect rather than exploit animals.

With public concern for the well-being of animals greater than ever—particularly among young people—this timely, practical book offers exciting and easy ways to make a difference. This book teaches you all necessary (problem-independent) tools and techniques needed to implement and perform sophisticated scientific numerical simulations. Thus, it is suited for undergraduate and graduate students who want to become experts in computer simulations in Physics, Chemistry, Biology, Engineering, Computer Science and other fields. Using Continuous Delivery, you can bring software into production more rapidly, with greater reliability. Practical Guide to Continuous Delivery is a 100% practical guide to building Continuous Delivery pipelines that automate rollouts, improve reproducibility, and dramatically reduce risk. Eberhard Wolff introduces a proven Continuous Delivery technology stack, including Docker, Chef, Vagrant, Jenkins, Graphite, the ELK stack, JBehave, and Gatling. He guides you through applying these technologies throughout build, continuous integration, load testing, acceptance testing, and monitoring. Wolff's start-to-finish example projects offer the basis for your own experimentation, pilot programs, and fledged deployments. A Practical Guide to Continuous Delivery is for everyone who wants to introduce Continuous Delivery, with or without DevOps. For managers, it introduces core processes, requirements, benefits, and technical consequences. Developers, administrators, and architects will gain essential skills for implementing and managing Continuous Delivery pipelines, and for integrating Continuous Delivery smoothly into software architectures and IT organizations. Understand the problems that Continuous Delivery solves, and how it solves them Establish an infrastructure for maximum scalability Leverage automation Leverage virtualization and Platform as a Service (PAAS) cloud solutions Implement build automation Integrate continuous integration with Gradle, Maven, and Jenkins Perform static code reviews with SonarQube and repository management Store build artifacts Establish automated GUI and textual acceptance testing with behavior-driven design Ensure appropriate performance via capacity testing Check new features and problems with exploratory testing Minimize downtime throughout automated production software rollouts Gather and analyze metrics and logs with Elasticsearch, Logstash, Kibana (ELK), and Graphite Manage the introduction of Continuous Delivery into your enterprise Architect software to facilitate Continuous Delivery of new capabilities Make other people say 'Yes!' Yes to your requests. Yes to your products. Yes to your proposals. A Practical Guide to Persuasion uses psychology, expert advice and practical techniques to teach you how to influence the people around you in an ethical way. Learn how to increase your power by knowing when to talk and when to listen; develop a strategy of success, by preparing, planning and crafting your opportunities and make change happen by understanding what drives your audience. Introducing Getting the Job You Want supports you through all the stages of finding your perfect job - from organisation and preparation to the ways to implement a job search campaign. In a challenging job market you need to create a resumé that will sell you. To be well prepared for interview. Both new graduates and those returning to the job search will learn simple yet effective techniques from award-winning career psychologist, Denise Taylor. When a low-income person asks your church for help, what do you do next? God is extraordinarily generous, and our churches should be, too. Because poverty is complex, however, helping low-income people often requires going beyond meeting their material needs to holistically address the roots of their poverty. But on a practical level, how do you move forward in walking with someone who approaches your church for financial help? From the authors of When Helping Hurts comes Helping Without Hurting in Churches of Benevolence, a guidebook for church staff, deacons, or volunteers who work with low-income people. Short and to the point, this tool provides foundational principles for poverty alleviation and then addresses practical matters, like how to structure and focus your benevolence work How to respond to immediate needs while pursuing long-term solutions

to mobilize your church to walk with low-income people With practical stories, forms, and tools for churches to

Helping Without Hurting in Church Benevolence is an all-in-one guide for church leaders and laypeople who want help the poor in ways that lead to lasting change. Provides basic knowledge and practical information that will help the poor survive and make a living on their own; and discusses topics such as social skills, taxes, financial planning, room and board, laundry, and insurance. Think negotiation is a boardroom battlefield? Think again. We all need to negotiate in our professional and personal lives, but negotiation doesn't have to be a fight to get what you want. In fact, you'll get better deals and better relationships through collaboration. In Negotiation, Gavin Presman shares his ethical and mutually-beneficial approach, showing you how to prepare for and engage in every negotiation to achieve better results for yourself and others - whether you're drawing up a contract with a new client, buying a house or, often the case, settling family disagreements. With step-by-step guidance, illustrative examples and checklists to refer back to, this practical and empowering guide that will improve the negotiating skills of any reader, enhancing personal and professional relationships in the process. "Read it with someone you hate." —Jon Stewart A hilarious look at the world—capturing the proud history and bright future of racism in one handy, authoritative, and deeply offensive volume. Whether you're laughing, cringing, or some combination of the two, A Practical Guide to Racism is sure to entertain. According to C. H. Dalton, a professor of racist studies and an expert on inferior people of all ethnicities, genders, religions, and sexual preferences, everyone should be hated. A Practical Guide to Racism takes a satirical look at long-standing stereotypes and draws them out to their mad and illogical conclusions. At its core, this deeply satirical work of evidence suggests that, by the standards of racism, every race is terrible in its own right. A Practical Guide to Racism contains sparkling bits of wisdom on such subjects as: · The good life enjoyed by blacks, who shuffle through life unhindered by the white man's burdens, to become accomplished athletes, rhyme smiths, and dominoes champions · A close look at the bizarre, sweet-smelling race known as women, who are not very good at anything - especially in the free world · The sad story of the industrious, intelligent Jews, whose entire reputation is sullied by their taste for the consumption of Christian babies · A crucial manual to Arabs, a people so sensitive they are liable to blow up at any time. Literature and Technology: A Practical Guide to Digital Manufacturing book covers the subject of digital manufacturing. It provides a practical guide for readers on using computer aided design (CAD), computer aided engineering (CAE) and computer aided manufacturing (CAM) and other computer assisted technologies for the design of products, machines, processes and system integrations through the case studies of engineering. The book introduces a thorough theoretical foundation and discussion of the historical development, and enabling technologies of digital manufacturing. It also covers a broad range of computer aided tools for a variety of applications including: geometric modelling; assembly modelling; motion simulation; finite element analysis; manufacturing process simulation; machining programming; product data management; and, product lifecycle management. Practical Guide to Digital Manufacturing uses many real-world case studies to illustrate the discussed applications, making it easily accessible for undergraduate and graduate students, as well as engineers with the needs of computer-aided design and manufacturing knowledge and skills. Book that offers guidance to help Catholics pray in a rich and meaningful way. Working with Specialized Language: a practical guide to using corpora introduces the principles of using corpora for studying specialized language. The resources and techniques used to investigate general language cannot be easily adopted for specialized investigations. This book is designed for users of language for special purposes (LSP). Providing guidelines and practical advice, it enables LSP users to design, build and exploit corpus resources that meet their specialized language needs. Highly practical and accessible, the book includes exercises, a glossary and an appendix describing relevant resources and corpus-analysis software. Working with Specialized Language is ideal for translators, technical writers and subject specialists who are interested in exploring the potential of a corpus-based approach to teaching and learning LSP. This down-to-earth manual will teach you how to use behavior modification to retrain a dog that bullies other dogs or becomes fearful when approached by other dogs. Includes descriptions of common types of aggression, assessing prognosis, remedial socialization, on-leash manners training, proximity sensitivity, play style, and skills, resource guarding, and prevention. A step-by-step guide to Fedora and Red Hat Enterprise Linux covers such topics as the shell, networking, system administration, setting up servers, and programming tools. Learn about dragons and the magic that they perform. The Practical Guide to Employment Law is a comprehensive desk manual for HR managers, legal counsel, and labor and employment attorneys. It covers federal employment laws in plain-English, giving readers the practical information necessary to apply the laws, as well as providing readers with essential court cases and tips for compliance in every chapter. The Practical Guide to Employment Law includes a compliance checklist section -- so readers can learn the various laws that apply to such topics as hiring, terminations, and benefits. It also includes a supervisory training section on several laws, including FMLA and ADA. The Practical Guide to Employment Law also includes a CD-ROM that contains reproducible pages that summarize key provisions of the major employment laws, as well as quizzes on each of the laws to be administered to your staff for training purposes. Don't try to do it all. It's good. Better. I am no productivity guru. I am a writer, a church leader, a husband, and a father with many responsibilities and with new tasks coming at me all the time. I wrote this short, fast-paced, practical guide to productivity to

have learned about getting things done in today's digital world. Whether you are a student or a professional, a home dad or a stay-at-home mom, it will help you learn to structure your life to do the most good to the glory of God. Do More Better, you will learn: > Common obstacles to productivity > The great purpose behind productivity > 30 tools for getting things done > The power of daily and weekly routines > And much more, including bonus material on taming your email and 20 tips I have learned along the way. It really is possible to live a calm and orderly life, successfully managing your responsibilities and confident in your progress. You can do more better. And I would love to help you get there.

**Challies** A guide to the basics of information visualization that teaches nonprogrammers how to use advanced data mining and visualization techniques to design insightful visualizations. In the age of Big Data, the tools of information visualization offer us a macroscope to help us make sense of the avalanche of data available on every subject. This book offers a gentle introduction to the design of insightful information visualizations. It is the only book on the subject that teaches nonprogrammers how to use open code and open data to design insightful visualizations. Readers will learn how to apply advanced data mining and visualization techniques to make sense of temporal, geospatial, topical, and network data. The book, developed for use in an information visualization MOOC, covers data analysis algorithms that enable the efficient extraction of patterns and trends in data, with chapters devoted to "when" (temporal data), "where" (geospatial data), "what" (topical data), and "with whom" (networks and trees); and to systems that drive research and development. Examples of projects undertaken for clients include an interactive visualization of the success of game player accounts in the World of Warcraft; a visualization of 311 number adoption that shows the diffusion of non-emergency calls in the United States; a return on investment study for two decades of HIV/AIDS research funding by NIAID; and a map showing the impact of the HiveNYC Learning Network. Visual Insights will be an essential resource on basic information visualization techniques for scholars in many fields, students, designers, or anyone who works with data. Aimed at HR Managers and Employment Law practitioners, this book provides readers with an overview of the law underpinning redundancy and dismissals, as well as practical guidance on managing the redundancy process. It also gives practical assistance in meeting your organisation's aims of reducing the number of employees, whilst minimising the risk of a successful challenge. The appendices contain template documents for the practitioner to use and adapt. In short this book gives you tips and tactics to ensure successful outcomes.

**ABOUT THE AUTHOR** Philip Hyland has been practising employment law since 1992 and since 2002 in his own boutique employment law firm PJH Law. He is well versed in the law and practice of managing redundancy situations, advising employers for over 25 years on all aspects of redundancy from large scale site closures through to discrete departmental re-organisations. He has appeared as representative at hundreds of Employment Tribunal hearings, a good proportion of which were on claims related to redundancy including unfair selection, discriminatory selection, redundancy payments and collective consultation. At least two of his redundancy cases have ended up as published precedents. The mind contains the seeds of its own awakening—so we can cultivate to bring forth the fruits of a life lived consciously. With Mindfulness, Joseph Goldstein shares the fruits of his four decades of teaching and practice in a book that will serve as a lifelong companion for anyone committed to mindful living and the realization of inner freedom. Goldstein's source teaching is the Satipatthana Sutta, the Buddha's legendary discourse on the four foundations of mindfulness that became the basis for the many types of Vipassana (insight meditation) found today. Exquisite in detail yet wholly accessible and relevant for the modern student, Mindfulness takes us through a profound study of:

- Mindfulness of body, including the breath, postures, activities, and physical characteristics
- Mindfulness of feelings—how the experience of our sense perceptions influences our inner and outer worlds
- Mindfulness of mind—learning to recognize skillful and unskillful states of mind and thought
- Mindfulness of dhammas (or categories of experience), including the Five Hindrances, the Six Sense Spheres, and the Seven Factors of Awakening

"There is a wealth of meaning and nuance in the experience of mindfulness that can enrich our lives in unimagined ways," writes Goldstein. In Mindfulness you have the tools to mine these riches for yourself. Drawing on research from the fields of neuroscience, faculty development, work productivity, positive psychology, and resilience, the Peak Performing Professor is filled with techniques, strategies, and practical tools for managing the complexities of academic life while maximizing professional potential. This much-needed resource reveals the four skill sets (PAC) that enhance peak performance and shows faculty step-by-step how to: Power their work and lives with purpose and intention. Align all of their activities with that purpose. Connect with mutually helpful colleagues and intimates. Energize themselves to thrive in this interesting and engaging career. To help develop these essential skills, the book contains exercises that can help faculty hone their abilities to anchor their work, roles, and use of time in their most deeply held values; to integrate their personal and professional lives into a seamless whole; to experience more work-life balance; and, ultimately, to create a legacy of a life well-lived. Administrators will also find the book a useful tool for guiding faculty to produce, stay engaged, and experience job satisfaction. "The first time I saw Susan present her Pyramid of Power model, I knew I needed to learn more. This book provides both the ideas and the practical advice that can help faculty and faculty developers make our lives more effective and more livable." —L. Dee Fink, author of Creating Significant Learning Experiences "An amazing book—essential reading for every faculty member. The integration of

sound scholarship and practical advice is extraordinary. This book will power faculty workshops and faculty lives —Barbara Walvoord, professor emerita, University of Notre Dame; author of Effective Grading Many different systems and traditions of magic, divination, spirituality, and esoteric religion exist, but at their core, they share the need for practitioners to safely and successfully experience the reality that lies beyond the physical senses. Keys to Perception: A Practical Guide to Psychic Development is a collection of proven and tested methods, rituals, and systems that will help you deepen and clarify your capacity to sense and understand the rich worlds beyond the veils of the ordinary. The material in this book derives from decades of work by the author and his students. Dominguez offers the reader a variety of techniques for increasing psychic aptitude and ability. Methods featured include chanting and working with crystals, chakras, oils, herbs, and potions, as well as a variation on the Middle-Pillar Ritual. "Buy all of Ivo Dominguez's books. Study them. Do the work. Ponder. Then return and study them some more." --T. Thorn Coyle, author of Kissing the Ground: Limitless: Deep Magic and the Great Work of Transforming Yourself and the World. "Keys to Perception is another masterful work by Ivo Dominguez, artfully blending deep metaphysical insight into the nature of psychic perception with clear and direct instructions and examples. Only someone with a long history of direct experience and an educational understanding of the phenomenon could write this book to both convey useful skills to beginners and provide new perspectives for seasoned psychics. Grounded and practical as well as flexible in approach. I look forward to recommending this to students, friends, and peers alike." - Christopher Penczak, award winning author and co-founder of the Temple of Witchcraft

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