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A Practical Guide to Racism The PETA Practical Guide to Animal Rights A Practical Guide to Ethics A Practical Guide to Dragons A Practical Guide to Dragon Magic A Practical Guide to Qabalistic Symbolism Do More Better Keys to Perception A Practical Guide to Happiness A Practical Guide to Traditional Astrology A Practical Guide to Conquering the World A Practical Guide to Continuous Delivery A Practical Guide to Emotional Intelligence Running Randomized Evaluations Music Theory A Practical Guide to Racism The Policy Process A Practical Guide to Mindfulness Planning and Conducting Needs Assessments Mindfulness Visual Insights Children's Books A Practical Guide to Faeries Catching Stories A Practical Guide to Autism A Practical Guide to Finding Treatments That Work for People with Autism Preserve, Protect, and Defend Applied Mixed Model Analysis Dream Awake A Practical Guide to SysML Positive Psychology Installing Exhibitions A Practical Guide to Enzymology Business Writing Today Streamlined ID The ABCs of CBM, First Edition Lime in Building Teaching Online A Practical Guide to Redundancy A Practical Guide for Policy Analysis

A Practical Guide to Finding Treatments That Work for People with Autism provides a logical, culturally sensitive, and values-based resource to aid practitioners in making informed decisions on the most effective treatment for any given client at any given time. By providing multiple illustrative examples, practitioners will learn to use their professional judgment to integrate the best available evidence with client values and context. This will increase the efficacy of autism treatments, with the goal of producing meaningful gains across a range of skills. Presents a detailed description of the evidence-based practice of applied behavior analysis as it applies to ASD Offers a decision-making framework that helps clinicians integrate the best available evidence with client values and context Guides practitioners through the process of assessing treatment outcomes that fit with client values and contextual variables Provides concrete examples for various age groups Positive Psychology will help you to look on the bright side and to find your place in the world around you. With expert encouragement and guidance, you will set out your own positive psychology project to discover your strengths, overcome negative attitudes, focus on what gives you purpose, and take control of your life choices. From savouring positive emotions to building better relationships and developing resilience, you will gain the tools to boost your mental and physical well-being and to find fulfilment in everyday life. This is the perfect concise start to making your life better. A Practical Guide to Conquering the World can be read by itself, but for those who like endings it can also be considered the refreshingly pragmatic conclusion to World Fantasy Award-winning author K.J. Parker's acclaimed sequence of novels that began with Sixteen Ways to Defend a Walled City and continue with How to Rule an Empire and Get Away with It. "Full of invention and ingenuity . . . Great fun." — SFX This is the true story of Aemilius Felix Boioannes the younger, the intended and unintended consequences of his life, the bad stuff he did on purpose, and the good stuff that happened in spite of him. It is, in other words, the tale of a war to end all wars, and the man responsible. For more from K. J. Parker, check out: Sixteen Ways to Defend a Walled City How to Rule an Empire and Get Away With It A Practical Guide to Conquering the World The Two of Swords The Two of Swords: Volume One The Two of Swords Volume Two The Two

of Swords: Volume Three The Fencer Trilogy Colours in the Steel The Belly of the Bow The Proof House The Scavenger Trilogy Shadow Pattern Memory Engineer Trilogy Devices and Desires Evil for Evil The Escapement The Company The Folding Knife The Hammer Sharps

Autism 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 for 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 don't 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 all of their complexity but translated into language that is clear, direct, and easy to follow. The format also lends itself to understanding 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 services one is receiving. The comprehensive references and lists of additional resources also add greatly to the overall package. As a professional dedicated to understanding scientific advances and helping families and teachers to utilize them most effectively, I am very pleased to have an ally like this book available. I am very grateful to the authors for providing a very 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 the 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 book provides a comprehensive yet accessible guide to running randomized impact evaluations of social programs. Drawing on the experience of researchers at the Abdul Latif Jameel Poverty Action Lab, which has run hundreds of such evaluations in dozens of countries throughout the world, it offers practical insights on how to use this powerful technique, especially in resource-poor environments. This step-by-step guide explains why and when randomized evaluations are useful, in what situations they should be used, and how to prioritize different evaluation opportunities. It shows how to design and analyze studies that answer important questions while respecting the constraints of those working on and benefiting from the program being evaluated. The book gives concrete tips on issues such as improving the quality of a study despite tight budget constraints, and demonstrates how the results of randomized impact evaluations can inform policy. With its self-contained modules, this one-of-a-kind guide is easy to navigate. It also includes invaluable references and a checklist of the common pitfalls to avoid. Provides the most up-to-date guide to running randomized evaluations of social programs, especially in developing countries Offers practical tips on how to complete high-quality studies in even the most challenging environments Self-contained modules allow for easy reference and flexible teaching and learning Comprehensive yet nontechnical

In neighborhoods, schools, community centers, and workplaces, people are using oral history to capture and collect the kinds of stories that the history books and the media tend to overlook: stories of personal struggle and hope, of war and peace, of family and friends, of beliefs, traditions, and values—the stories of our lives. Catching Stories: A Practical Guide to Oral History is a clear and comprehensive introduction for those with little or no experience in planning or implementing oral history projects. Opening with the key question, “Why do oral history?” the guide outlines the stages of a project from idea to final product—the interviewing process, basic technical principles, and audio and video recording techniques. The guide covers interview transcription, legal issues,

archiving, funding sources, and sharing oral history with audiences. Intended for teachers, students, librarians, local historians, and volunteers as well as individuals, *Catching Stories* is the place to start for anyone who wants to document the memories and collect the stories of community or family. In the Fifth Edition of *A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving*, Eugene Bardach and new co-author Eric Patashnik draw on more than 40 years of experience teaching students to be effective, accurate, and persuasive policy analysts. This bestselling handbook presents dozens of concrete tips, interesting case studies, and step-by-step strategies that are easily applicable for the budding analyst as well as the seasoned professional. In this new edition, Bardach and Patashnik update many examples to reflect the shifting landscape of policy issues. A new section with advice on how to undertake policy design in addition to making policy choices makes the book even more engaging. Readers will also appreciate a sample document of real world policy analysis, suggestions for developing creative, "out-of-the-box" solutions, and tips for working with clients. Effectively understand yourself and others, to achieve a happier, healthier life. Improve your personal and professional relationships by learning a range of mental skills that can help you to successfully manage both yourself and the demands of working with others. Teaching you to stay in control, interpret body language and cope with negativity, this *Practical Guide* will help you to become aware of your own feelings and those of others, understand them and manage their impact. Filled with exercises, case studies and useful tips, *Emotional Intelligence* will help you to get smart about emotions and improve both your physical and psychological well-being. *Installing Exhibitions* is an invaluable guide for all students, artists, makers and craftspeople - anyone in fact who exhibits or displays their own work, or the work of others. It is a practical resource incorporating everything you need to know about setting up your work for display, from preparing the space, to risk assessment and health and safety concerns, fixings, moving and placing work, two- and three-dimensional work and audiovisual displays. The book also includes information about electrics, lighting, and cable management, rigging, and basic construction, as well as tools and materials and the basic kit you will need to get started. This pragmatic, accessible book presents an empirically supported conceptual framework and hands-on instructions for conducting curriculum-based measurement (CBM) in grades K-8. The authors provide the tools needed to assess student learning in reading, spelling, writing, and math, and to graph the resulting data. The role of CBM in systematic instructional problem solving is explained. Every chapter includes helpful answers to frequently asked questions, and the appendices contain over 20 reproducible administration and scoring guides, forms, and planning checklists. The large-size format and lay-flat binding facilitate photocopying and day-to-day use. See also *The ABCs of Curriculum-Based Evaluation: A Practical Guide to Effective Decision Making*, by John L. Hosp, Michelle K. Hosp, Kenneth W. Howell, and Randy Allison, which presents a broader problem-solving model that utilizes CBM. *Business Writing Today* prepares students to succeed in the business world by giving them the tools they need to write powerfully, no matter the challenge. In her highly-practical text, author Natalie Canavor shares step-by-step guidance and tips for success to help students write more clearly and strategically. Readers will learn what to say and how to say it in any medium from tweets and emails to proposals and formal reports. Every technique comes with concrete examples and practice opportunities, helping students transfer their writing skills to the workplace. New to This Edition Updated with new examples, success tips, resources, and expanded material on subjects that relate to students' most pressing interests and reflect current directions of professional communication. New and expanded coverage of important topics like networking, storytelling, creating a positive online presence, and visually-based media. New and updated good and not-so-good writing samples throughout the book show readers where and what to revise. A reorganized and streamlined table of contents is now organized into four major parts, moving from basics into more advanced topics. Nine new "Views From the Field" include advice on networking, building rapport, and creating personal introduction videos. A new chapter on editing includes practical strategies for improving drafts and fixing common writing issues. A greater emphasis on strategic thinking and problem-solving helps students develop their insight into the perspectives of others so they are better able to

represent their own interests and contribute more on the job. This edition more closely connects writing skills with oral communication, relationship-building, a strategic online presence, and students' hopes to become valued employees, leaders, and entrepreneurs. A new appendix includes new writing activities, new assignments, and cheat sheets for students, making this the most applied edition yet. 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 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 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 activity in 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. The only text providing practical guidelines to a wide range of topics important to the practicing 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 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 a technique are also included. Highlighting essentials and "big ideas," this guide advocates a streamlined approach to instructional design: producing instruction that is sustainable, optimized, appropriately redundant, and targeted at continuous improvement. This useful book is designed to teach natural resources professionals how to be more effective in solving conservation and environmental policy problems. Its presentation of basic concepts, case studies, and "real world concerns" provides a deeper understanding of the policy process and makes the book an invaluable aid for students and practitioners in such fields as wildlife biology, conservation biology, forestry, range management, ecosystem management, and sustainable development. Susan G. Clark begins by describing the challenges faced by natural resources professionals. She then explains how the substance and process of policy analysis and decision making can be improved by using a policy sciences framework that takes into account biological, social, political, and institutional considerations. Finally she reflects on how issues of human rights and morality should affect natural resources management and policy analysis. The book is very user-friendly. 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 the field 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. Despite the increasing necessity for needs assessments in a variety of fields, much confusion still prevails on how to conduct such assessments successfully. This book is a practical guide to that end. The authors first introduce a

three-phase model - preassessment, assessment and postassessment - to clarify the distinctions between the needs of primary service recipients and the people and resources that exist. They go on to describe methods appropriate for gathering data for assessing needs and for causal analysis. The presentation of the framework, the coverage of several approaches for analyzing data, the balanced description of qualitative and quantitative methodologies and the multiple case studies and Learn about dragons and the magic that they perform. Emphasizing interpretation of results, this hands-on guide explains why, when, and how to use mixed models with your data. "Read it with someone you hate." —Jon Stewart A hilarious look at the races of 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 sarcastic body 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 ruling the free world
- The sad story of the industrious, intelligent Jews, whose entire reputation is sullied by their taste for the blood of Christian babies
- A crucial manual to Arabs, a people so sensitive they are liable to blow up at any time. Literally. The mind contains the seeds of its own awakening—seeds that we can cultivate to bring forth the fruits of a life lived consciously.

With Mindfulness, Joseph Goldstein shares the wisdom 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 (or 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. 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 animal 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. Using Continuous Delivery, you can bring software into production more rapidly, with greater reliability. A 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 full-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 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 software automation Leverage virtualization and Platform as a Service (PAAS) cloud solutions Implement build automation and continuous integration with Gradle, Maven, and Jenkins Perform static code reviews with SonarQube and repositories to 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 risk 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 A handy, authoritative and deeply offensive look at the races of the world, which is sure to raise howls of both protest and reluctant laughter. Award winning writer and comedian Sam Means takes on the persona of anthropologist CH Dalton, who holds forth on subjects such as: a crucial manual to Arabs, a people so sensitive they are likely to blow up any time; a close look at the bizarre race known as women' who are not good at anything; the good life enjoyed by blacks, who shuffle through life unhindered by the white man's burdens. Also a comprehensive glossary of insults for all races.' Apply the wisdom of philosophers to become a happier person. What is happiness? What makes you happy?Is there more to life than happiness? Learn to cultivate your taste for pleasure, free yourself from the various disturbances of life, and overcome irrational expectations that cause distress. Go with the flow and rediscover the joy of existence. Filled with exercises, tips and case studies, this Practical Guide will enable you to see happiness in a new light, with the help of the world's greatest minds 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 Qabalistic symbolism. The second gives the most comprehensive analysis ever published of the twenty-two 'Paths of Concealed Glory' that join the Spheres of the Tree of Life taking into account the Hebrew alphabet, astrological signs, and tarot trumps. A large section explores the history of tarot design and the varying systems of correspondence with the Tree of Life. 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 about employing SysML in transitioning an organization or project to model-based systems engineering. The book also presents 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 overview of SYsML is also discussed. The second part of the book covers a comprehensive description of the language. It discusses 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 last 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 between a SysML tool and other types of tools, and the types of exchange mechanisms that can be used. It also covers the criteria that must be considered when selecting a SysML. Software and systems engineers, programmers, IT practitioners, experts, 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 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 practical 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 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 educated 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 Don't try to do it all. Do more 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 share what I have learned about getting things done in today's digital world. Whether you are a student or a professional, a work-from-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. In Do More Better, you will learn: > Common obstacles to productivity > The great purpose behind productivity > 3 essential 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, sure of your responsibilities and confident in your progress. You can do more better. And I would love to help you get there. -Tim Challies Joseph Crane, Co-director of The Astrology Institute, shows modern astrologers how to apply the astrological ideas and horoscope casting techniques used in the late Hellenistic and Medieval periods. Crane offers precision and wisdom to empower the modern astrologer with a combination of time honored techniques. Appreciate your 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 techniques with lots of examples and exercises for newcomers to begin right away, as well as outlining deeper mindfulness practice 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. Presents the mythical world of dragons, describing their anatomy, language, rules of combat, life span, society, and the characteristics of the different types of dragons. An introduction to music theory that offers detailed explanations of topics such as rhythm, pitch, scales, intervals, chords, harmony, and form, and includes illustrations and exercises. Includes CD. Aimed at HR Managers and Employment Law practitioners, this book provides readers with an overview of the law underpinning redundancy 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 will give 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. Teaching Online: A Practical Guide is an accessible, introductory, and comprehensive guide for anyone who teaches online. The fourth edition of this bestselling resource has been fully revised, maintains its reader-friendly tone, and offers exceptional practical advice, new teaching examples, faculty interviews, and an updated resource section. New to this edition: entire new chapter on MOOCs (massive open online courses); expanded information on teaching with mobile devices, using open educational resources, and learning analytics; additional interviews with faculty, case studies, and examples; spotlight on new tools and categories of tools, especially multimedia. Focusing on the "hows" and "whys" of implementation rather than theory, the fourth edition of Teaching Online is a must-have resource for anyone teaching online or thinking about teaching online. So many books, so little time, so many needs, so little budget: If this describes your situation, here's a new book to help you approach book selection confidently and strategically. If you are new to the library environment, in charge of training new librarians or paraprofessionals, or looking for new ideas in collection development, this resource is a must-have. Phyllis Van Orden, a past president of both the Association for Library Services to Children and the Association for Library and Information Science Education, and Sunny Strong share their advice for: establishing general criteria and following guidelines; choosing diverse material; using selection tools effectively; special selection criteria for specific genres, including picture books, fiction, genre fiction, folk literature, rhymes, and poetry; and, special guidelines for selecting particular subjects. Preserve, Protect, and Defend: A Practical Guide to the Care of Collections is an essential text for museum professionals, volunteers and consultants across a wide range of responsibilities: curators, registrars, collections managers, archivists, museum administrators, museum educators, conservators, art historians, operations staff, designers, engineers, architects, building contractors, suppliers, security specialists, and pest control experts. The topics are wide ranging: conservation assessments; practical advice for examining collections and buildings to uncover collection safety issues; routine collection safety practices; preparing for the unexpected, including wind and water penetration, fire and smoke, and infestations; and controlling the museum environment including temperature and relative humidity, light and lighting, and air quality. The book also offers an inside look into the world of museums and the people who work in them. Written in the accessible-and sometimes irreverent-style that the author is famous for, this book is a must-have for everyone who cares for collections and the buildings that house them-museums of all sizes, archives, libraries, and private collections. Peek inside the secret world of faeries in the next book of the The New York Times best-selling Practical Guide family! What's the difference between a pixie and a nixie? What happens if you nibble on a bite of faerie food? How do you say "good night" in the language of faeries? In this fully-illustrated guide, a mischievous pixie named Pip invites readers on an insider's tour of the wonders of the feywild. Discover the secret entrance of a real faerie home, step inside the workshop of a toy-tinkering brownie, and play a game of stickyball with your newfound faerie friends. Once you've entered faerie land, you may never want to go home again! Humanity has spent centuries searching for truth, and in the midst of our genuine call for clarity we have become lost in the many stories and beliefs that create our world today. With all the systems of belief that have influenced our viewpoint, from religions, culture, media and societal upbringing, it is often hard to know what is real. Dream Awake is offered to you as a tool to

discover your true identity, one that is not passed down by any system of thought, but rather understood through your own inward reflection and self-realization. As we clear the mind from the many programs, automatically we step in to the great awakening, one that will positively change your life forever.

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