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Weber's Ultimate Grilling Oct 24 2019 The most highly instructive and visually engaging grilling book on the market, from the experts at Weber, with more than 100 all-new recipes and over 800 photos

Pickard's Guide to Minimally Invasive Operative Dentistry Dec 26 2019 This edition has been significantly enhanced by the inclusion of more high-quality images to help illustrate scientific concepts and clinical scenarios. In the previous edition we reinforced the link between prevention, operative dentistry, and overall patient care. This minimum intervention care philosophy continues to underpin the current edition, with increasing emphasis placed upon the differing important roles of the oral healthcare team. The operative skill set of a new dental graduate has evolved to encompass not only the techniques, materials, and science of minimally invasive dentistry, but also, increasingly, the behaviour management of their patients. Without patients taking responsibility for their oral health, even the best operative dentistry will fail, regardless of the materials used.

AppleScript Jul 13 2021 Fully revised and updated--and with more and better examples than ever--this new edition of the top-selling AppleScript: The Definitive Guide shows anyone how to use AppleScript to make your Mac time more efficient and more enjoyable by automating repetitive tasks, customizing applications, and even controlling complex workflows. It's perfect for novices, developers, and everyone in between who wants to know how, where, and why to use AppleScript.

British Coastal Wildlife Jun 12 2021 This informative photographic guide will help nature enthusiasts visiting the seashore to discover and quickly and accurately identify the animals and plants commonly found in the coastal areas of Britain. The book is illustrated with beautiful photographs throughout, the perfect seashore companion for 'staycation' travelling nature enthusiasts as well as general natural history buffs. Young and old alike keen to discover the wildlife of Britain's coastal areas will delight in this beautifully practical guide.

The Essential Wild Food Survival Guide Oct 16 2021 Full of data, charts, nutritional breakdowns, and a poisonous look-alike section, this guide discusses how to identify, gather, prepare, store, and enjoy an endlessly nutritious and renewable resource of wild, edible plants.

The JGuy's Guide Nov 24 2019 What does it mean to be a young Jewish man? Who am I? How do I feel about myself? Do I seem cool? Do I fit in? These overarching teen boys' concerns are addressed head on through the voices of contemporary Jewish teens, men, and biblical and historical stories. The JGuy's Guide helps young teens see how Judaism can help them navigate the often choppy waters of adolescence while it strengthens Jewish identity and pride. This interactive book encourages personal reflection and discussion, making it ideal for the individual teenager as well as education and discussion groups. Its candid approach explores dilemmas boys face in their daily lives: the pressure to excel at sports, school and social life; the courage to speak up when friends make questionable choices or parents act hypocritically; and more. Like the Talmud, the book offers many perspectives and reflection questions to help boys find their own truths.

Risk Arbitrage Jun 19 2019 *The definitive guide to risk arbitrage, fully updated with new laws, cases, and techniques Risk Arbitrage is the definitive guide to the field and features a comprehensive overview of the theory, techniques, and tools that traders and risk managers need to be effective. This new edition is completely updated and fully revised to reflect the changes to laws and technology and includes new case studies and a detailed discussion of computer-based trading systems. Readers gain deep insight into the factors and policies that affect merger transactions, and the new developments that allow individuals to compete with professionals in managing risk arbitrage portfolios. The book provides techniques for computing spreads and determining risk, with practice exercises that allow readers to become confident with new methods before using them professionally. The current wave of corporate mergers, acquisitions, restructurings, and similar transactions has created unprecedented opportunities for those versed in contemporary risk arbitrage techniques. At the same time, the nature of the current merger wave has lent such transactions a much higher degree of predictability than ever before, making risk arbitrage more attractive to all types of investors. Risk Arbitrage provides the essential guidance needed to participate in the business. Get up to date on the most recent developments in risk arbitrage Examine new mergers and the legal changes that affect them Learn how computers and trading systems have affected competition Use the tools that enable risk determination and spread computation Both the growth in hedge funds and the changing nature of the merger and acquisition business have affected risk arbitrage processes and techniques. For the finance professional who needs expert guidance and the latest information, Risk Arbitrage is a comprehensive guide.*

The Hyperinflation Survival Guide Jul 21 2019 Of the books published regarding hyperinflation, this may be the only one that provides effective strategies for operating a business under conditions of a rapidly depreciating currency. "The Hyperinflation Survival Guide: Strategies for American Businesses" was written by Dr. Gerald Swanson (an associate professor of economics at the University of Arizona). Harry E. Figgie, Jr. sponsored the research and production of this book. As it was originally printed in 1989, it was way ahead of its time. However, this doesn't change the fact that this book will prove to be an excellent resource for businessmen and individuals once the Federal Reserve's destruction of the U.S. dollar enters its terminal stage.

Facilitator's Guide to Participatory Decision-Making Aug 26 2022 Unleash the transformative power of face to face groups The third edition of this ground-breaking book continues to advance its mission to support groups to do their best thinking. It demonstrates that meetings can be much more than merely an occasion for solving a problem or creating a plan. Every well-facilitated meeting is also an opportunity to stretch and develop the perspectives of the individual members, thereby building the strength and capacity of the group as a whole. This fully updated edition of The Facilitator's Guide to Participatory Decision-Making guides readers through the struggle and the satisfaction of putting participatory values

into practice, helping them to fulfill the promise of effective group decision-making. With previous editions already embraced by business and community leaders and consulting professionals around the world, this new book is even more insightful and easy to use. New for this edition: 60 pages of brand new skills and tools Many new case examples Major expansion and reorganization of the advanced sections of the book. New chapter: Teaching A Group About Group Dynamics Doubled in size: Classic Facilitator Challenges. Substantially improved: Designing Realistic Agendas - now three chapters, with wise, insightful answers to the most vexing questions about meeting design.

State Program Implementation Guide Aug 02 2020

Insider's Guide to Key Committee Staff of the U.S. Congress 2009 Sep 22 2019 It's All Who You Know When Working the System Here's How to Get to Know the Right People The world's attention turned to the U.S. Capitol on January 20, 2009, when Barack Obama took the Presidential oath of office. But inside the building, changes had already taken place that would have broad implications for his agenda. The 111th Congress had convened on January 6 with a far stronger Democratic majority than the one that had preceded it. Their ambitious legislative agenda requires the assistance of their staffs to prepare them for all the important issues on the legislative table. Thus, it is more important than ever to know about senior congressional committee staff members and the role they play in shaping today's legislation. While members of the House of Representatives and the Senate enact laws, it is often their staffers who exert the greatest influence in the lawmaking process. Staffers advise their elected bosses, establish political positions on issues, craft legislation, put policies in place, and play important roles on scores of congressional committees. The next time you need to find out who is the most effective person to advocate your cause, turn to the Insider's Guide for all the answers. Overall it provides access to an important, if not very visible, component of the legislative process. Recommended-CHOICE The Insider's Guide to Key Committee Staff of the U.S. Congress contains in-depth profiles on key congressional staff members that you will not find elsewhere. The information provided on these personnel gives you not only the contact information and other pertinent data but also the inside track to those people. These are the staffers who work with and support the representatives and senators in various important roles that help to enact change or refine existing laws and codes that govern our nation. With all the sweeping changes that have taken place since the Obama administration took office, this essential resource has never been more important or more valuable. This new edition features over 125 new profiles and is designed to be the ultimate for quick and easy reference. The Insider's Guide is the leading source for information on more than 600 congressional staff members. The profiles included feature: In-depth biographical information Detailed professional history and educational background Staff members' areas of expertise and committee role Up-to-date contact information and photograph, when available Staffers' own insights as to their committee's priorities and special projects during this session of Congress Organized by House, Senate, and Joint committee assignments, you'll find both the person you're looking for and information on his or her individual impact on legislation and decision-making. With this Insider's Guide, you'll never again need to question who is the most effective person to advocate your cause.

Project Management Absolute Beginner's Guide Jul 01 2020 Succeed as a project manager, even if you've never run a project before! This book is the fastest way to master every project management task, from upfront budgeting and scheduling through execution, managing teams through closing projects, and learning from experience. Updated with more insights from the front lines, including agile approaches, dealing with security and privacy priorities, and leading remote/virtual teams, along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification. This book will show you

exactly how to get the job done, one incredibly clear and easy step at a time. Project management has never, ever been this simple! Who knew how simple project management could be? This is today's best beginner's guide to modern project management... simple, practical instructions for succeeding with every task you'll need to perform! Here's a small sample of what you'll learn: * Master the key skills and qualities every project manager needs * Lead projects, don't just "manage" them * Avoid 15 most common mistakes new project managers make * Learn from troubled, successful, and "recovered" projects * Set the stage for success by effectively defining your project * Build a usable project plan and an accurate work breakdown structure (WBS) * Create budgets and schedules that help you manage risk * Use powerful control and reporting techniques, including earned value management * Smoothly manage project changes, issues, risks, deliverables, and quality * Manage project communications and stakeholder expectations * Organize and lead high-performance project teams * Manage cross-functional, cross-cultural, and virtual projects * Work successfully with vendors and Project Management Offices * Make the most of Microsoft Project and new web-based alternatives * Get started with agile and "critical chain" project management * Gain key insights that will accelerate your learning curve * Know how to respond to real-life situations, not just what they teach you in school

Scene Design Jul 25 2022 This invaluable guide for amateur and semi-professional groups, high school students, and even puppeteers offers completely practical and specific design and construction instructions for sets, scenery, stage furniture, and props. Handy tips show how to cut down on wasted materials, save time, and work out sightlines. Includes 110 drawings and diagrams.

The American Booksellers Guide Feb 08 2021

A Student's Guide to Education Studies May 11 2021 "The book introduces students to the exciting content of Education Studies by offering discussion of a wide range alternative visions of education. It provides the theoretical background needed for them to be able to carry out a critical analysis of education policy and practice and to challenge the perceived notions about learning and knowledge. This fifth edition has been extensively updated with new chapters on the sociology of education, the philosophy of education and inclusion, and a whole new section on childhood and youth. With a distinctive international and global focus, this is an essential resource for all students of Education Studies"--

Quilter's Complete Guide Jan 19 2022 Provides information and detailed instructions for beginning and advanced quilters on the techniques of quilting and on the details of making a variety of popular patchwork and quilting patterns.

The Princeton Field Guide to Dinosaurs Apr 10 2021 The Evolution-and Loss-of Avian Flight -- Dinosaur Safari -- If Dinosaurs Had Survived -- Dinosaur Conservation -- Where Dinosaurs Are Found -- Using the Group and Species Descriptions -- Group and Species Accounts -- Dinosaurs -- Theropods -- Sauropodomorphs -- Ornithischians -- Additional Reading -- Index: Dinosaur Taxa -- Formations

The Curious Barista's Guide to Coffee May 31 2020 The ultimate guide to the history, science and community behind coffee. Here, Tristan Stephenson explores the origins of coffee, its journey around the world and cultural influence. A section on Farming, Roasting & Assessing coffee takes an in-depth look at the growing and harvesting process, the evolution of the coffee roaster and the science behind the many flavours of coffee. There is also advice on buying coffee, understanding the differences between espresso blends and single origin coffee, packing and storing. We then move into Espresso and get to grips with grinding and making espresso-based drinks including the latte, cappuccino, flat white and macchiato, as well as pouring latte art and introducing chocolate, sugar and syrups. Other Brewing Methods showcases a selection of classic brewing techniques that bring the coffee to your kitchen table, from the mocha pot and French press to pourover and siphon brewers. Finally a section on Enjoying Coffee offers 25 recipes for coffee-based drinks and

baked treats to serve them with. From iced to Irish, espresso martinis to coffee beer, this is an essential anthology for the coffee enthusiast.

A Guide to Local Environmental Auditing Jan 27 2020 Sustainable development is still seen by authorities as an abstract concept. Local Environmental Auditing will help put it into practice. The book provides a comprehensive guide to monitoring the state of the local environment and establishing the impacts of local actions on global issues, and shows how current local authority policy and practice can be adapted to recognize environmental priorities. The authors provide both a guide to and an assessment of the subject: they link the processes with the issues, with specific information on carrying out the audit (including checklists, case studies and standards) and a detailed discussion of the issues and choices which local authorities may face. Clearly structured and accessible, this will be an essential handbook, both for local government departments and other local organizations, and students in a wide range of subjects, including environmental science and health, town planning, urban and rural studies, social science and politics.

Western Movies Nov 17 2021 This revised and greatly expanded edition of a well-established reference book presents 5105 feature length (four reels or more) Western films, from the early silent era to the present. More than 900 new entries are in this edition. Each entry has film title, release company and year, running time, color indication, cast listing, plot synopsis, and a brief critical review and other details. Not only are Hollywood productions included, but the volume also looks at Westerns made abroad as well as frontier epics, northwoods adventures and nature related productions. Many of the films combine genres, such as horror and science fiction Westerns. The volume includes a list of cowboys and their horses and a screen names cross reference. There are more than 100 photographs.

Simple Guide to Attending Hindu Ceremonies Aug 22 2019 In today's multicultural society we are increasingly likely to meet and become friends with people from different religious backgrounds, and to find ourselves attending an unfamiliar ceremony. When this happens, there can be few of us who know exactly what to expect, or are confident about how to behave. This chapter from *Do I Kneel or Do I Bow?* will tell you everything you need to understand and take part in a Hindu ceremony. Armed with this basic information, you will feel relaxed enough to enjoy the occasion—and perhaps inspired to discover more about the spiritual world view of another cultural tradition.

The Vintage Guide to Classical Music Sep 15 2021 The most readable and comprehensive guide to enjoying over five hundred years of classical music -- from Gregorian chants, Johann Sebastian Bach, and Wolfgang Amadeus Mozart to Johannes Brahms, Igor Stravinsky, John Cage, and beyond. The Vintage Guide to Classical Music is a lively -- and opinionated -- musical history and an insider's key to the personalities, epochs, and genres of the Western classical tradition. Among its features: -- chronologically arranged essays on nearly 100 composers, from Guillaume de Machaut (ca. 1300-1377) to Aaron Copland (1900-1990), that combine biography with detailed analyses of the major works while assessing their role in the social, cultural, and political climate of their times; -- informative sidebars that clarify broader topics such as melody, polyphony, atonality, and the impact of the early-music movement; -- a glossary of musical terms, from a cappella to woodwinds; -- a step-by-step guide to building a great classical music library. Written with wit and a clarity that both musical experts and beginners can appreciate, The Vintage Guide to Classical Music is an invaluable source-book for music lovers everywhere.

Collins Complete Guide to British Birds Oct 28 2022 A complete photoguide to all the birds of Britain from the best nature publisher in the UK Collins Complete Guide to British Birds makes bird identification easier than ever before. It is the most complete photographic guide to British birds ever published and the only one to be designed to give everything that you need on each spread in a simple-to-use format. Every text entry covers identification of adults and juveniles, songs and calls, and

where they are most likely to be found. Illustrated with specially commissioned photography and maps to show where in Britain the birds are found and at what time of year, this accessible guide also features cross-references to similar-looking species, containing everything a birdwatcher needs to know in one, easy-to-use, portable volume. It is the perfect photographic field guide for the birdwatching beginner.

Pandolfini's Ultimate Guide to Chess Mar 09 2021 From America's foremost chess teacher and author comes a new standard: a comprehensive course covering all aspects of the game, to improve your technique whether you are a newcomer or a longtime fan. One of America's best-known chess masters, Bruce Pandolfini has helped millions learn the intricacies of chess through his acclaimed books and workshops. In this exciting volume, he presents a complete overview of the entire game and its culture. Structured as a dialogue between a beginning student and an expert teacher, *Pandolfini's Ultimate Guide to Chess* takes the student step-by-step from fundamentals to advanced, highly strategic play. Combining easy-to-follow diagrams with trenchant and up-to-date analysis, Pandolfini puts a new twist on accepted chess theory, offering a seamless beginning-to-end approach, including: • a short introductory history of the game • the moves, rules, and contemporary notation forms • the basic principles of chess • how to develop an opening repertoire • the art of tactical play • pattern recognition and memory aids • traps and pitfalls to be avoided • middlegame play, strategy, and planning • defense and counterattack • transitions to the endgame and the endgame itself • computers and the future of chess • the best websites for playing chess online With Pandolfini's expert insight into the history and modern world of chess, as well as several appendices to enhance play and appreciation, *Pandolfini's Ultimate Guide to Chess* makes the perfect gift for players of all ages and will be the benchmark title for chess players for years to come.

Collins Complete Guide to British Mushrooms & Toadstools Jun 24 2022 Allows anyone to identify mushrooms found in Britain and Ireland, this book is illustrated with beautiful photographs throughout, featuring the species you are most likely to see. By only covering Britain and Ireland, fewer species are included than in many broader European guides, making it quicker and easier for the reader to accurately identify what they have found. Extensive details on size, shape, and color are given and more than 1,500 photographs help you identify each species. This is the essential photographic guide to the mushrooms and toadstools of Britain and Ireland.

Beginner's Guide to Digital Painting in Photoshop Aug 14 2021 A step-by-step guide to digital painting in Photoshop that covers the fundamental aspects in an accessible and comprehensive fashion.

Vacation Guide to the Solar System Apr 22 2022 Packed with real science and fueled by imagination, a beautifully illustrated guide to traveling in our solar system Imagine taking a hike along the windswept red plains of Mars to dig for signs of life, or touring one of Jupiter's sixty-four moons where you can photograph its swirling storms. For a shorter trip on a tight budget, the Moon is quite majestic and very quiet if you can make it during the off-season. Packed with full color illustrations and real-world science, *Vacation Guide to the Solar System* is the must-have planning guide for the curious space adventurer, covering all of the essentials for your next voyage, how to get there, and what to do when you arrive. Perfect for fans of Neil deGrasse Tyson's *Astrophysics for People in a Hurry*, this tongue-in-cheek reference guide is an imaginative exploration into the "What if" of space travel, sharing fascinating facts about space, the planets in our solar system, and even some moons!

The Sense of Style Sep 03 2020 What is the secret of good prose? Does it matter in an age of digital media? In this witty, mind-expanding book about the art and science of writing well, Steven Pinker shows that good style isn't just about rules - it's about empathy, coherence and adding beauty to the world. 'Witty, direct and

idiosyncratic . . . often laugh-out-loud funny . . . refreshingly uncensorious . . . It helps enormously that he is such a beautiful stylist himself.' Paula Byrne, *The Times* 'Wonderful . . . No true lover of this chaotic, unregulated, magnificently vital language could fail to thrill.' Christopher Hart, *Sunday Times* 'Brainy, funny . . . a comedy of linguistic bad manners.' Peter Conrad, *Guardian* 'Outstanding . . . the one book I can unreservedly recommend as a guide on how to write well . . . unique as well as brilliant.' Oliver Kamm, *The Times*

The Manga Guide to Electricity May 23 2022 Rereko is just your average high-school girl from Electopia, the land of electricity, but she's totally failed her final electricity exam! Now she has to go to summer school on Earth. And this time, she has to pass. Luckily, her ever-patient tutor Hikaru is there to help. Join them in the pages of *The Manga Guide to Electricity* as Rereko examines everyday electrical devices like flashlights, heaters, and circuit breakers, and learns the meaning of abstract concepts like voltage, potential, current, resistance, conductivity, and electrostatic force. The real-world examples that you'll find in *The Manga Guide to Electricity* will teach you: -What electricity is, how it works, how it's created, and how it can be used -The relationship between voltage, current, and resistance (Ohm's law) -Key electrical concepts like inductance and capacitance -How complicated components like transformers, semiconductors, diodes, and transistors work -How electricity produces heat and the relationship between current and magnetic fields If thinking about how electricity works really fries your brain, let *The Manga Guide to Electricity* teach you all things electrical in a shockingly fun way.

The International Student's Guide to UK Education Feb 26 2020 Are you thinking of studying at university in Britain? Do you feel confused about which course is best for you, which university to choose, and how to apply? Are you wondering about what kinds of challenges you will be faced with, how best to approach them and how to overcome them? If so, this guidebook is for you. Honest and accurate, this book acts as an international student introduction and cultural guide to UK Higher Education. It informs and guides students in their preparation for all aspects of UK HE, from university selection and application through to participation, and provides a clear understanding of how British universities function. Helping international students make the most of the many opportunities that university offers, this text will expand your knowledge of UK Higher Education with regards to: Application procedures Finances Self-awareness, cultural understanding and adaptation (social and academic) University administrative procedures, facilities and support Work and career information and advice. *The International Student's Guide to UK Education* is a comprehensive guide that will help students to develop critical and reflective ability in order to become independent, well-informed and empowered decision makers.

Old Age Dec 06 2020 Vanity Fair columnist Michael Kinsley escorts his fellow Boomers through the door marked "Exit." The notorious baby boomers—the largest age cohort in history—are approaching the end and starting to plan their final moves in the game of life. Now they are asking: What was that all about? Was it about acquiring things or changing the world? Was it about keeping all your marbles? Or is the only thing that counts after you're gone the reputation you leave behind? In this series of essays, Michael Kinsley uses his own battle with Parkinson's disease to unearth answers to questions we are all at some time forced to confront. "Sometimes," he writes, "I feel like a scout from my generation, sent out ahead to experience in my fifties what even the healthiest Boomers are going to experience in their sixties, seventies, or eighties." This surprisingly cheerful book is at once a fresh assessment of a generation and a frequently funny account of one man's journey toward the finish line. "The least misfortune can do to make up for itself is to be interesting," he writes. "Parkinson's disease has fulfilled that obligation."

Neotropical Rainforest Mammals Jan 07 2021 *Neotropical Rainforest Mammals*, the first color-illustrated field guide to these marvelously diverse and elusive

creatures, has enjoyed tremendous success since its initial publication in 1990. Ecotourists and field researchers alike have applauded this guide's compact size, light weight, and durability. More important, they have appreciated its clear and concise accounts of the mammals of this broad region. Each species account includes information on identifying characteristics, similar species, vocalizations, behavior and natural history, geographic range, conservation status, local names, and references to the scientific literature. In this completely revised and updated second edition: A total of 226 species are treated in full (206 were included in the first edition). All species accounts retained from the first edition have been updated to include the most recent research. All 195 maps showing the distribution and geographic range of each species have been revised to reflect the most current information. Twenty-nine beautiful color plates illustrate more than 220 species (including significant color variants between males and females or adults and young). Seven black-and-white plates contain more than 60 images of individual species, mainly bats. A compact disc of mammal vocalizations--crucial to identifying nocturnal and otherwise cryptic animals that sometimes may be heard rather than seen--will be available for purchase separately. Praise for the first edition: "If you can't go to the Central and South American rain forests to see firsthand their threatened ecosystems, here is the next best thing."--Washington Post Book World "A large amount of information is presented concisely and in a way that is easy to use."--Choice "The presentation and wealth of information contained in this field guide is outstanding and will satisfy the needs of both the 'tourist' and 'researcher' traveling to the Neotropics."--Canadian Field-Naturalist

Learning Legal Rules Dec 18 2021 Written by leading authors with extensive experience in both teaching and practice, this established and trusted title equips the student with all the techniques of legal research, analysis, and argument they will need for their law course and beyond. Holland & Webb take an engaging and practical approach with examples and exercises throughout which allow students to develop their knowledge and their reasoning skills making this an ideal text for first year students. Online resources Learning Legal Rules is accompanied by online resources, complete with 200 multiple choice questions with feedback for students.

A Guide to the Study and Use of Military History Mar 29 2020 This Guide to the Study and Use of Military History is designed to foster an appreciation of the value of military history and explain its uses and the resources available for its study. It is not a work to be read and lightly tossed aside, but one the career soldier should read again or use as a reference at those times during his career when necessity or leisure turns him to the contemplation of the military past.

The Rough Guide to Europe On A Budget Sep 27 2022 The Rough Guide to Europe on a Budget is the ultimate guide to exploring this fascinating continent on a shoestring, with coverage of all the top sights, the clearest mapping of any guide and handy hints on how to save money. Discover the highlights of Europe, from the vibrant capitals of London, Paris and Rome to the great outdoors, whether skiing in the Alps, hiking in the Tatras or surfing on the Portuguese coast. Read about Europe's great attractions from the Sistine Chapel in Rome to the Aya Sofia in Istanbul. And with coverage of four new countries - Montenegro, Albania, Macedonia and Bosnia-Herzegovina, The Rough Guide to Europe on a Budget is more comprehensive than ever before. Find practical advice on travelling around Europe, whether by InterRail, Eurail or bus, and what to see and do in each country. With up-to-date descriptions of the best hostels and budget hotels in Europe, bars in Europe, cafés, cheap restaurants, and European shopping and festivals this guide is the budget-conscious traveller's must have item for European trips.

The Leader's Guide to Unconscious Bias Mar 21 2022 A timely, must-have guide to understanding and overcoming bias in the workplace, from the experts at FranklinCovey. Unconscious bias affects everyone. It can look like the disappointment of an HR professional when a candidate for a new position asks about

maternity leave. It can look like preferring the application of an Ivy League graduate over one from a state school. It can look like assuming a man is more entitled to speak in a meeting than his female junior colleague. Ideal for every manager who wants to understand and move past their own preconceived ideas, *The Leader's Guide to Unconscious Bias* explains that bias is the result of mental shortcuts, our likes and dislikes, and is a natural part of the human condition. And what we assume about each other and how we interact with one another has vast effects on our organizational success—especially in the workplace. Teaching you how to overcome unconscious bias, this book provides more than thirty unique tools, such as a prep worksheet and a list of ways to reframe your unconscious thoughts. According to the experts at FranklinCovey, your workplace can achieve its highest performance rate once you start to overcome your biases and allow your employees to be whole people. By recognizing bias, emphasizing empathy and curiosity, and making true understanding a priority in the workplace, we can unlock the potential of every person we encounter.

The Educators' Guide to Whole-School Wellbeing Oct 04 2020 *The Educators' Guide to Whole-school Wellbeing* addresses challenges faced by schools wanting to improve wellbeing. While many schools globally now understand the need to promote and protect student wellbeing, they often find themselves stuck - not knowing where to start, what to prioritise, or how to implement whole-school change. This book fills that gap. This book provides companionship through rich stories from schools around the world that have created wellbeing practices that work for their schools. It guides educators through processes that help create individualised, contextualised school wellbeing plans. With chapters addressing 'why wellbeing?', 'what is "whole school?"', change dynamics, measurement, staff wellbeing, coaching, cultural responsiveness, and how to build buy-in, it is the first of its kind. Balancing research and practice for each topic with expert practitioner and researcher insights, this book gives schools access to best-practice guidance from around the world in a user-friendly format, designed for busy educators. What sets the authors apart from the many school wellbeing practitioners globally is their substantial experience working alongside diverse school groups. While many have experience in one school, few work across a multitude of very different schools and clusters, giving these practising academics a unique appreciation for effective, cross-context processes.

Lonely Planet's Best in Travel 2020 Apr 29 2020 This annual bestseller ranks the hottest countries, regions and cities for 2020, and reveals how well-planned, sustainable travel can be a force for good. Drawing on the knowledge and passion of Lonely Planet's staff, authors and online community, we present a year's worth of inspiration to take you out of the ordinary and into the unforgettable.

A Good Girl's Guide to Murder Feb 20 2022

The Economist Guide to Economic Indicators Nov 05 2020 A blueprint for understanding and interpreting essential economic information From the publishers of *The Economist*, the renowned international business weekly, this practical resource offers a detailed road map of all the major—and many of the less well-known—economic indicators in existence today. Explaining exactly what they are, why they are significant, how reliable they are, and—perhaps, most importantly—how to interpret them, it covers over 100 indicators, including: GDP Population, employment, unemployment Public expenditure Personal and disposable income Fixed investments Imports and exports Nominal exchange rates Money supply and money stock Wages, earnings, and labor costs. Clearly organized, accurate, and accessible, *The Economist Guide to Economic Indicators* is an indispensable reference for understanding key economic data from around the world. Success in today's global business environment requires a thorough knowledge of important economic figures and a firm grasp of their meaning. Now, *The Economist Guide to Economic Indicators* provides you with a detailed road map of all the major—and many of the less well-

known-indicators that exist worldwide. Economic indicators provide invaluable insights into how different economies and different markets are performing, enabling practitioners to adjust their investment strategies in order to achieve the best return. However, in order to make the right decisions, you must know how to interpret the relevant indicators. The Economist Guide to Economic Indicators enables you to read-and use-indicators accurately and effectively. Covering approximately 100 indicators—including GDP, population, exchange rates, disposable income, public expenditure, and bond yields—this practical resource explains exactly what they are, why they are significant, where and when they're published, and how reliable they are. Perhaps most importantly, the Guide shows you how to interpret these indicators correctly, providing straightforward guidelines through which you can distill such vital information as start and end points for changes, inflational influences, time frames, and yardsticks for judging future trends. Organized to highlight linkages and aid interpretation, and incorporating data for the fifteen largest industrial countries, this concise, accessible guide is essential for anyone eager to be brought up to speed on these key economic measurements.

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