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<p>A Practical Guide to Working with TRIPS-Antony Taubman 2011-04-07 This book is a brief, accessible guide to the practical workings of the TRIPS agreement for policymakers and their legal advisers. The book offers a unique insider's account of how the international rules of IP function in practice within a broader legal framework that consists of WTO law and dispute resolution procedures.</p> <p>Virtual Team Success-Richard Lepsinger 2010-10-19 Praise for VIRTUAL TEAM SUCCESS "There's no school for this yet, but when the first is established, Virtual Team Success: A Practical Guide for Working and Leading from a Distance will certainly be the core curriculum." —JESSICA LIPNACK AND JEFFREY STAMPS, CEO and co-founders, NetAge "Virtual Team Success is a must have for anyone managing geographically-dispersed teams. DeRosa and Lepsinger bring experience and credentials to guide us all through the labyrinth of problems that so often derail virtual teams. As our global businesses become increasingly complex, I can't imagine a more timely or better resource." —JAY MOLDENHAUER-SALAZAR, vice president, talent management, The Gap "For global teams that want to be top-performing, Virtual Team Success should be their team handbook. It's loaded with tools, checklists, models, and practical recommendations for working and leading from a distance. This is the kind of book virtual teams really need to be successful. I've been waiting for a book like this and look forward to recommending it as a resource that can help improve the performance of our teams!" —KATHLEEN MCGUIRE, manager organizational development, Bayer Healthcare HR Global Leadership Development "Virtual teams are intended to make optimal use of expertise spread across the world, but performance excellence is the exception and mediocrity the rule. After extensive and careful study of real teams, DeRosa and Lepsinger have captured essential information, principles of operation, and tools in a highly readable volume that can help thoughtful readers elevate the performance of the teams significantly. The practical focus, collection of techniques and tools, and "how to" tips provide an essential foundation for anyone with virtual team responsibility. The organization of the book centered around challenges, differentiators, and lessons will facilitate finding answers to any problem the team faces. The RAMP model makes it easy to focus on what's important in enabling top performance." —MIKE BEYERLEIN, professor, Organizational Leadership, Purdue University</p> <p>A Practical Guide to Working in Theatre-Gill Foreman 2010-01-11 Live theatre is an exciting, challenging profession - but how is professional theatre actually made? What are the roles and what does each person do? Which pathways lead into the profession? What skills are necessary to each role and how does the job differ according to the size of theatre or company? Written by the Acting Head of the Young People's Programme at the Royal Shakespeare Co. and former Director of Education at the Bristol Old Vic, this is a book for new entrants in the theatre industry needing a behind-the-scenes glimpse into how theatre is made. It covers each role including director, designer, sound and lighting, front of house, playwright and many more. Each chapter looks in detail at what each role entails, the main people who it involves working alongside and the skills required. Interviews with a number of key practitioners for each role provide authoritative and clear advice and insight for the reader. The book features interviews with all of the following and many more besides: Nick Hytner (National Theatre), Simon Reade (Bristol Old Vic), Mike Shepperd (founder and performer, Kneehigh), Emma Rice (Artistic Director, Kneehigh), Rachel Kavanaugh (Birmingham Rep), Tim Crouch (Writer/Director/Performer), Anne Tipton (Director), Stephen Jeffries (Playwright), David Edgar (Playwright) and Jack Bradley (Literary Manager).</p> <p>Unstuck-Jane Anne Staw 2003-10-19 A practical guide for writers at any level shares strategies on how to overcome writer's block for any writing project, identifying common causes of work's block as well as methods for beginning the writing process. 15,000 first printing.</p> <p>Trauma-Christiane Pelmas 2017-04-08 In the Somatic Sex Educator's Handbook series, Christiane Pelmas brings forward wisdom gleaned through her decades of practice as a psychotherapist and clinical supervisor for psychotherapists and as a somatic sex educator, mentor and supervisor for other somatic sex educators. Christiane believes somatic sex educators are pioneering practitioners of a thing she has termed, a 'reclamation modality', a modality that serves to emancipate individuals from the colonization and domestication that occurs at the hands of the dominant culture. Christiane sees the limits of scientifically/medically oriented psychology and psychotherapy - which talk about the body by talking to the mind, and which serve largely to assist people to function adaptively within a pathological culture. She envisions an evidence-based modality combining insight-oriented soul-focused guidance with whole-body touch. Within this vision, and in a short period of time, somatic sex education could become one of the most efficacious healing and wholing modalities of our time. That is if we, as practitioners, do our work to learn the skills necessary to creatively, professionally and ethically be with our clients as they make their journeys.</p> <p>A Practical Guide to Working with Children-Caron Eggle 2004 This book offers the foundation knowledge and skills required to provide quality care for young children. In addition to a fundamental understanding of child development, this text provides information on effective interaction and stimulation of your children. Details on all aspects of care are discussed including routines, food handling and providing food and drink to children.</p> <p>Choosing a Career in International Development-Donovan Russell 2013 For those considering a career in International Development, this book gives down to earth information and advice. It is an intriguing look at the field from top to bottom. What is International Development, its specialties and careers? How can one prepare? The book describes operations, challenges, and personal rewards through real life accounts.</p> <p>Language for Behaviour and Emotions-Anna Branagan 2020-10-30 This practical, interactive resource is designed to be used by professionals who work with children and young people who have Social, Emotional and Mental Health needs and Speech, Language and Communication needs. Gaps in language and emotional skills can have a negative impact on behaviour as well as mental health and self-esteem. The Language for Behaviour and Emotions approach provides a systematic approach to developing these skills so that young people can understand and work through social interaction difficulties. Key features include: A focus on specific skills that are linked to behaviour, such as understanding meaning, verbal reasoning and emotional literacy skills. A framework for assessment, as well as a range of downloadable activities, worksheets and resources for supporting students. Sixty illustrated scenarios that can be used flexibly with a wide range of ages and abilities to promote language skills, emotional skills and self-awareness. This invaluable resource is suitable for use with young people with a range of abilities in one to one, small group or whole class settings. It is particularly applicable to children and young people who are aiming to develop wider language, social and emotional skills including those with Developmental Language Disorder and Autism Spectrum Disorder.</p> <p>Coaching for the Love of the Game-Jennifer L. Etnier 2020-02-14 More than 45 million children play youth sports in the United States each year, and most are coached by parent volunteers with good intentions but little training. This lack of training and an overemphasis on winning often results in stress and frustration for coaches and players alike, which can discourage young athletes so much that they walk away from sports altogether. With this new guide for amateur parent coaches, Jennifer Etnier, author of Bring Your 'A' Game, aims to change that. Etnier offers a system of positive coaching that can be applied to any sport, from the beginner level to high school athletics, and explains that good coaching requires working with young athletes at their developmental level and providing feedback designed to keep children engaged and having fun. Etnier gives easy-to-understand guidance on important aspects of successful coaching—including information on the development of children's motor skills, communication with a young athlete's parents, and nurturing a growth-oriented mind-set—making this a critical resource for youth coaches of all experience levels.</p> <p>Restorative Practice and Special Needs-Nicholas Burnett 2015-06-21 Restorative Practice (RP) is an effective approach to discipline that has the potential to transform behaviour by focusing on building and restoring relationships. This practical guide explains how to implement restorative approaches with young people with special needs in educational or residential settings. The book explores how RP is being used in general terms and through a number of case studies looks at how RP needs to be adapted for those with additional needs including Autism Spectrum Disorder, ADHD, Fetal Alcohol Spectrum Disorder, Intellectual Disability and communication difficulties. It includes guidance on particular issues such as staff facing crises, the issue of physical restraint and additional support parents require. The book will be of interest to restorative practitioners, educational professionals including headteachers, teachers and SENCOs in both special education and mainstream schools and residential care leaders and staff.</p> <p>A Practical Guide to Working in Theatre-Gill Foreman 2010-01-11 Live theatre is an exciting, challenging profession - but how is professional theatre actually made? What are the roles and what does each person do? Which pathways lead into the profession? What skills are necessary to each role and how does the job differ according to the size of theatre or company? Written by the Acting Head of the Young People's Programme at the Royal Shakespeare Co. and former Director of Education at the Bristol Old Vic, this is a book for new entrants in the theatre industry needing a behind-the-scenes glimpse into how theatre is made. It covers each role including director, designer, sound and lighting, front of house, playwright and many more. Each chapter looks in detail at what each role entails, the main people who it involves working alongside and the skills required. Interviews with a number of key practitioners for each role provide authoritative and clear advice and insight for the reader. The book features interviews with all of the following and many more besides: Nick Hytner (National Theatre), Simon Reade (Bristol Old Vic), Mike Shepperd (founder and performer, Kneehigh), Emma Rice (Artistic Director, Kneehigh), Rachel Kavanaugh (Birmingham Rep), Tim Crouch (Writer/Director/Performer), Anne Tipton (Director), Stephen Jeffries (Playwright), David Edgar (Playwright) and Jack Bradley (Literary Manager).</p> <p>Teamwork & Indian Culture-Thota Ramesh 2013-03-23 This book is about Teamwork culture in India. This Revised edition includes a chapter on "Chalta-hai" attitude of Indians. It discusses the Teamwork related issues and suggests ways to overcome them. This book provides guidance to people who are working in India or planning to work with Indians.This book analyzes the work place behavior of Indians. It provides insight into how that particular behavior evolved, and also suggests techniques to overcome the negative influence of those behavior patterns.These Teamwork improving ideas are communicated through a fictitious story revolving around an American managing a software team in India. "John, a young American manager from the IT department of a major retail chain, comes to India to execute an IT project. This is the first overseas assignment for John. Dheeraj, Program Manager at India office, has been entrusted with the responsibility of helping and guiding John. Each chapter highlights one typical issue. It starts with John facing a problem then approaching Dheeraj for help. Dheeraj guides John in solving the problem. During this process Dheeraj shares some examples of his life and expresses his understanding of the reasons behind the situation, and gives suggestions on how it can be solved."This book addresses the common issues such as * Missing deadlines in-spite of the team working for long hours; * The Yes Sir / Yes Madam culture; * The prevalent Communication problems with Indian teams * The resistance to use the tools or share the knowledge * The "Chalta-hai" attitude, etc.This book helps non-Indians to enjoy working with Indians. It also highlights the need for improving the Indian Teamwork culture for effective project execution and for all-round growth of the country.</p> <p>Laboratory Optics-Peter Beyersdorf 2014-07-04 A multimedia interactive guide to developing practical skills for optics research. Use as a class lab manual, an instructional tool or as an indispensable reference. In concise, high-def videos, various skills and techniques are demonstrated and explained. These cover topics for the novice, such as mounting and cleaning of optics, as well as for the more advanced learner, such as balanced detection, and lock-in amplifiers. Various interactive widgets let you simulate the experience of aligning a laser beam to an optical system, aligning an interferometer to get fringes, or adjust a Fabry-Perot cavity while observing the mode spectrum. Other tools help you quickly find the Gaussian beam parameters of your laser from measured beam radii, and to calculate the position of a lens or pair of lenses to mode match a laser to a cavity.</p> <p>Gracious Space-Patricia M. Hughes 2004-05</p> <p>Building Team-Based Working-Michael A. West 2008-04-15 This book gives managers and consultants practical guidance on how to build organizations that are structured around effective teamworking. This text focuses on how to build organizations that are structured around teams. Ideal for managers or consultants who are introducing team-based working into organizations. Examines the psychological and social processes that can facilitate or obstruct successful teamwork. Each chapter contains aims, activities, support materials and tools. Support materials can also be downloaded from an accompanying website. Based on evidence gathered by the authors over 20 years of practical management experience, research in organizations, and consultancy.</p> <p>A Practical Guide to Working with Depression-Michael O'Sullivan 2016-03 A Practical Guide for Working with Depression: a Cognitive Behavioural Approach for Mental Health Workers provides mental health workers in all public, private and voluntary sectors with information on the nature of depression based on a number of theories from Cognitive Behavioural Therapy, which is the predominant model used in public services at the moment. This guide aims to improve the awareness and skill level of workers using psychological therapies with their clients. Each section will provide learning outcomes linked to units from the level 3 Health and Social Care Diploma (formerly NVQ3) in the Qualifications and Credit Framework The information in each chapter will act as pathway through depression from understanding the condition to working directly with it, to finally planning for recovery. The manual covers: Communication and listening techniques to assess goals, client motivation levels and to encourage positive change The causes and presentation of clinical depression and how to apply this knowledge Techniques to help clients understand their depression Beck's triad of negative thoughts and how to recognise negative thought patterns Understanding the links between thoughts, emotions, physiology and behaviour in depression How to use 'activity scheduling' to develop behavioural plans to improve mood and reverse negative vicious cycles.</p> <p>Time Off-John Fitch 2020-05-25 Discover the transformative power of leisure to recapture your calm and creativity.Are your busiest days really the ones that make you feel the most accomplished? It might be time to question whether 'busy' = 'productive'. After reaching breaking points in their careers, business coach John Fitch and AI researcher Max Frenzel learned the critical importance of taking time off. Now these former workaholics will help you revolutionize the way you get things done.History's greatest minds, as well as some of the most successful leaders, thinkers, and creatives of today, found success by practicing a more balanced approach to work and life. Embracing their insights on how constant hustle can be your worst enemy, you will realize that time off means more than just taking a break. Rediscover a more fulfilled and versatile version of yourself and unlock your true creative potential.Through relatable personal anecdotes, historically sound approaches to downtime, and scientifically backed strategies for increasing your creativity, Time Off will reshape the way you think about work and leisure.In Time Off, you'll discover:- The most effective methods to reclaim leisure, while increasing productivity and creativity- Why having a rest ethic will be a key competitive advantage in the future of work- Tactics for getting away from the work without the dreaded guilt- How to thrive alongside AI and use</p>

<p>technology to become more human- The many ways in which time off improves your leadership skills, and much, much more!</p> <p>Working with Nature-John W. Brainerd 1973</p> <p>Working on Wellness-Karl Shallowhorn 2011-06-01 DescriptionWorking on Wellness: A Practical Guide to Mental Health is a manual designed to help anyone living with a mental illness recover and achieve the life they've wished for. Author Karl Shallowhorn provides simple, easy to understand tips on wellness, and shares his own personal story to illustrate his helpful methods. Karl explores such topics as potential, spirituality and the connection between the mind and body. Readers will quickly learn that the life they are looking for is within their reach, through the use of self-exploratory questions as well as reflection on their own life history. Working on Wellness is an inspirational light of hope for individuals living with a mental illness and the people who love them.About the AuthorKarl Shallowhorn was born in Buffalo, NY in 1962. He was diagnosed with Bipolar Disorder in 1981 and spent nearly 15 years struggling with his disease before stabilizing his condition. Karl is a recovering addict and a Credentialed Alcoholism and Substance Abuse Counselor currently working in the mental health field. He has a Master of Science Degree in Student Personnel Administration from Buffalo State College. Karl's experience as both a consumer and clinician have given him a keen perspective on what is needed to both manage symptoms and go beyond one's self-perceived limitations. Karl is happily married with two daughters and lives with his family in Amherst, NY.</p> <p>A Practical Guide to Working with TRIPS-Antony Taubman 2011-04-07 This book is a brief, accessible guide to the practical workings of the TRIPS agreement for policymakers and their legal advisers. The book offers a unique insider's account of how the international rules of IP function in practice within a broader legal framework that consists of WTO law and dispute resolution procedures.</p> <p>A Practical Guide to Working with Parents-Christine Hobart 2003 Working with parents is a key competence required in all areas of child-care employment and this much-needed resource provides thorough coverage of this important area. Unlike other books, this guide offers a comprehensive yet truly practical approach to all aspects of working with parents and is a valuable addition to the best-selling Practical Guide series.</p> <p>Working as a Data Librarian: A Practical Guide-Eric O. Johnson 2018-11-16 Many librarians' job responsibilities increasingly require them to understand and handle data. Learn how to be an effective data librarian—even if you never expected to need data skills. • Acquaints readers with the fast-growing field of data librarianship • Teaches librarians the fundamental skills needed to be a data librarian • Offers best practices for data reference interviewing, finding data sources, data visualization, data literacy, the data lifecycle, metadata design, database design, understanding data management, and preparing data management plans • Helps librarians to support creativity and research and to run outreach programs</p> <p>A Practical Guide to Working with Reluctant Clients in Health and Social Care-Maggie Kindred 2010-10-15 Practitioners in health and social care are often required to work with clients who do not want to work with them, and these 'reluctant' clients can often be the most challenging, but most rewarding, to work with. This practical, jargon-free book covers all the issues that practitioners are likely to encounter in the course of working with reluctant clients. The emphasis is on making theory easy to use, and the book is written in an easily digestible and lively style. Topics covered include staying safe, verbal and non-verbal communication, making initial contact with a client, crisis situations, recording, and how to end work with a client. Activities to work through are included at the end of each topic and illustrations feature throughout. This is an essential book for students, practitioners, voluntary sector workers and trainers in the fields of health, social care and social work.</p> <p>Working with Parents-Roy McConkey 1985</p> <p>Working with Venues for Events-Emma Nolan 2017-11-28 This is a book for aspiring event managers, providing both a theoretical and a practical guide to selecting and working with venues as part of the event planning process. The book explores the different types of venues available to event managers, from unique venues such as historical buildings and theatres to sporting and academic venues, analysing the specific characteristics, benefits and drawbacks that distinguish them. It also illustrates how venues function and are managed, incorporating key aspects of venue management including staffing, marketing, legislation, production, scheduling and administration. Sustainable, ethics and technology are also integrated throughout, along with a vast range of industry examples of different venue types and events from around the world. Comprehensive and accessible, Working with Venues for Events offers students an essential understanding of how event managers can successfully negotiate, work with and plan for a successful event in a variety of venue settings. This is an invaluable resource for anyone with an interest in venues management.</p> <p>JBoss at Work: A Practical Guide-Tom Marrs 2005-10-13 Consisting of a number of well-known open source products, JBoss is more a family of interrelated services than a single monolithic application. But, as with any tool that's as feature-rich as JBoss, there are number of pitfalls and complexities, too. Most developers struggle with the same issues when deploying J2EE applications on JBoss: they have trouble getting the many J2EE and JBoss deployment descriptors to work together; they have difficulty finding out how to get started; their projects don't have a packaging and deployment strategy that grows with the application; or, they find the Class Loaders confusing and don't know how to use them, which can cause problems. JBoss at Work: A Practical Guide helps developers overcome these challenges. As you work through the book, you'll build a project using extensive code examples. You'll delve into all the major facets of J2EE application deployment on JBoss, including JSPs, Servlets, EJBs, JMS, JNDI, web services, JavaMail, JDBC, and Hibernate. With the help of this book, you'll: Implement a full J2EE application and deploy it on JBoss Discover how to use the latest features of JBoss 4 and J2EE 1.4, including J2EE-compliant web services Master J2EE application deployment on JBoss with EARs, WARs, and EJB JARs Understand the core J2EE deployment descriptors and how they integrate with JBoss-specific descriptors Base your security strategy on JAAS Written for Java developers who want to use JBoss on their projects, the book covers the gamut of deploying J2EE technologies on JBoss, providing a brief survey of each subject aimed at the working professional with limited time. If you're one of the legions of developers who have decided to give JBoss a try, then JBoss at Work: A Practical Guide is your next logical purchase. It'll show you in plain language how to use the fastest growing open source tool in the industry today. If you've worked with JBoss before, this book will get you up to speed on JBoss 4, JBoss WS (web services), and Hibernate 3.</p> <p>Work@home-Glynnis Whitwer 2007 As the trend in home-based businesses surges to over 53 percent of the small business population, "Work at Home" is a practical, timely guide that helps readers analyze the true cost of working outside the home, create a budget, define a timeline, find employment at home, learn how to be successful at a home-based business, and address the emotional challenges faced once at home.</p> <p>The Book of the Lantern-Thomas Cradock Hepworth 1888</p> <p>A View from the Tub-Millie Szerman 2000-01-01 This book brings to light the myriad aspects of running a home-based operation as well as offering practical suggestions, ideas, and guidelines for working from home.</p> <p>Working Memory and Learning-Susan Gathercole 2008-01-09 Dr Tracy Alloway has been awarded the prestigious Joseph Lister Award from the British Science Association. The authors have written a guide for practitioners that is both highly practical, and yet based upon sound theoretical principles....This book achieves a successful, yet often elusive, link between theory, research and practice, and deserves to have a high readership. I will have no hesitation in recommending it to a range of readers' - Jane Mott, Support for Learning "This book fulfils its aim to explain working memory and the limits it places on children's classroom learning. For teachers it gives a very clear guide and fills a gap in understanding that can only lead to more child-centred approaches to teaching and learning" - Lynn Ambler, Support for Learning "A clear and accessible account of current theory and research, which is then applied to children's learning in the classroom....The range of strategies...are well grounded in theory derived from research and sit within a coherent conceptual model" - The Psychologist "An easy to read yet informative book that explains the concepts clearly and offers practitioners ways to support those with poor working memory in the classroom" - SNIP "The topic of working memory nowadays tends to dominate discussions with teachers and parents, and both groups can helpfully be directed to this easy-to-read but serious text ... (it) is likely to prove a turning-point in the management and facilitation of hard-to-teach children. In a situation muddled by ever-multiplying syndromes and disorders, this book delivers a clarifying and reassuring isolation of the major cognitive characteristic that cuts across all the boundaries and leaves the class teacher and SENCO empowered. I think very highly of the book and shall be recommending it steadily" - Martin Turner, Child Center for Evaluation and Teaching, Kuwait</p> <p>Susan Gathercole is winner of the British Psychological Society's President's Award for 2007 A good working memory is crucial to becoming a successful learner, yet there is very little material available in an easy-to-use format that explains the concept and offers practitioners ways to support children with poor working memory in the classroom. This book provides a coherent overview of the role played by working memory in learning during the school years, and uses theory to inform good practice. Topics covered include: - the link between working memory skills and key areas of learning (such as literacy & numeracy) - the relationship between working memory and children with developmental disorders - assessment of children for working memory deficits - strategies for supporting working memory in under-performing children This accessible guide will help SENCOs, teachers, teaching assistants, speech and language therapists and educational psychologists to understand and address working memory in their setting.</p> <p>Legal English Language Skills for Lawyers-Michael Davies 2017-01-31 Legal English Language Skills for Lawyers is an update to the popular book Legal English Skills for Lawyers and provides a practical guide in working in Legal English. Readers will be able to learn how to write letters, negotiate, conduct interviews and develop a deeper understanding of how Legal English works in contrast with General English and Business English.</p> <p>Construction-Phil Holden 2019-07-25 This is the third in a must-have series of step-by-step guides to using the new RIBA Plan of Work 2013 on your project. Drawing together stages 4, 5 and 6 this book explains what needs to have been achieved for Technical Design to begin, how to achieve success in the construction phase as well as the importance of a comprehensive Handover Strategy. Providing a practical tool to running an efficient project each guide follows the same format leading you through the core tasks at each stage supported by tips, definitions, templates and useful techniques. Five theoretical scenarios are used throughout the guides to illustrate how the Plan of Work can be applied on various project types and sizes including an extension to a house, a new library and a large office building. These guides will provide unrivalled support for practices on all projects - large and small - and across all types of procurement.</p> <p>A Practical Guide to Flexible Working Hours-Stephen J. Baum 1974</p> <p>PhD by Published Work-Susan Smith 2015-04-09 This is a practical and positive guide to doing a PhD by publication, which enables current and prospective candidates to better understand the processes involved, avoid the potential pitfalls and to respond appropriately to the challenges. It includes both narrative accounts and advice from people who have undertaken the route successfully.</p> <p>Working with Congress-William G. Wells 1996 "Shows scientists and engineers how to participate meaningfully in the inner workings of Congress, to initiate and maintain a productive dialogue, and to make their influence felt. It provides clear, detailed background information and step-by-step advice."--Back cover.</p> <p>Care in Normal Birth- 1996 This volume in the Safe Motherhood series presents a guide to health and care in normal birth.</p> <p>Studying Early Printed Books, 1450-1800-Sarah Werner 2019-03-04 A comprehensive resource to understanding the hand-press printing of early books Studying Early Printed Books, 1450 - 1800 offers a guide to the fascinating process of how books were printed in the first centuries of the press and shows how the mechanics of making books shapes how we read and understand them. The author offers an insightful overview of how books were made in the hand-press period and then includes an in-depth review of the specific aspects of the printing process. She addresses questions such as: How was paper made? What were different book formats? How did the press work? In addition, the text is filled with illustrative examples that demonstrate how understanding the early processes can be helpful to today's researchers. Studying Early Printed Books shows the connections between the material form of a book (what it looks like and how it was made), how a book conveys its meaning and how it is used by readers. The author helps readers navigate books by explaining how to tell which parts of a book are the result of early printing practices and which are a result of later changes. The text also offers guidance on: how to approach a book; how to read a catalog record; the difference between using digital facsimiles and books in-hand. This important guide: Reveals how books were made with the advent of the printing press and how they are understood today Offers information on how to use digital reproductions of early printed books as well as how to work in a rare books library Contains a useful glossary and a detailed list of recommended readings Includes a companion website for further research Written for students of book history, materiality of text and history of information, Studying Early Printed Books explores the many aspects of the early printing process of books and explains how their form is understood today.</p> <p>A Practical Guide to CBT for Work-Gill Garratt 2012-12-06 Maximize your happiness in the workplace. Stop negative thinking and tackle your problems at work using Cognitive Behavioural Therapy (CBT). Learn to control anger and frustration, reduce workplace anxiety and take control of your work-life balance by introducing CBT's insights into your working day. Full of real-life examples and useful exercises, this Practical Guide will help you to replace feelings of inadequacy and a lack of motivation with new ways of thinking, to help you work better with others, and make you happier and more effective in the workplace.</p> <p>Becoming a Trainer in Adult Abuse Work-Jacki Pritchard 2001 This work deals with a comprehensive range of issues including: a selection of trainers and practicalities such as venue, equipment, refreshments; and policy, law and evaluation and difficult issues ranging from disclosure and confidentiality to lack of confidence and time management.</p> <p>Working with Dysarthrics-Sandra J. Robertson 1986 This manual deals with the day-to-day treatment of dysarthria. It includes ideas and exercises for individual and group speech and language therapy with clients who have dysarthria as a result of acquired neurological damage.</p>
