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KEY=PRACTICAL - MAXIMILIAN BROWN

INTRODUCING PRODUCTIVITY

A PRACTICAL GUIDE

Icon Books *Introducing Productivity* - by Graham Allcott of *Think Productive*, and the author of *How to be a Productivity Ninja* - reveals, using simple tips, advice and real-life examples, how to get more done and manage your time effectively. Whether you are overwhelmed by your to-do list or just get stressed looking at your full inbox, it will help you to think - and act - more productively. **AVOID UNNECESSARY MEETINGS** to maximise your time **STOP PROCRASTINATING** and eradicate stress **CLEAR OUT YOUR INBOX** and take back control **IMPROVE YOUR WORKFLOW** and love your job again

INTRODUCTION TO HEALTH RESEARCH METHODS: A PRACTICAL GUIDE

Jones & Bartlett Publishers *Designed to empower new investigators to conduct their own original research projects, the third edition of Introduction to Health Research Methods: A Practical Guide leads the reader step-by-step guide in performing quantitative and qualitative research in medicine, public health, and other clinical and population health fields. Organized in five sections, the text covers the entire research process from formulating a study question and selecting a study approach to collecting and analyzing data and then disseminating the findings. Chapters about methods for primary studies (collecting new data), secondary analyses (analyzing existing data), and tertiary studies (conducting literature reviews and meta-analyses) provide comprehensive coverage of the scope of health research. By breaking the research process down into a series of achievable steps, Introduction to Health Research Methods shows students and early career scholars how they can contribute to improving the health of individuals and communities through research. The Third Edition has been significantly updated to include: - Expanded coverage of qualitative research methods, including new chapters on qualitative study design, data collection, and data analysis. - Additional glossary terms that clarify key terminology for all stages of the research process and a diversity of study approaches. - Enhanced explanations of how to select and implement quantitative and qualitative research and analysis methodologies. - New and updated coverage of topics such as framing research questions, developing testable hypotheses, defining specific aims, responsibly conducting research, selecting study designs, minimizing bias, applying theoretical paradigms, ensuring rigor and reproducibility, conducting quality assessment, managing grants, and more.*

INTRODUCTION TO WORK STUDY

International Labour Organization *This highly successful book, which describes the basic techniques of work study as practiced in many parts of the world, has been widely recognized as the best available introduction to the subject for work study practitioners, teachers and students. It provides training in method study and work measurement and covers not only machine shops but also process industries, the services sector and office work. Reference is made throughout to the use of information systems and computerization to solve work study problems. It also covers production management approaches and their relation to work study. Numerous illustrations and examples of work study practice are included as well.*

INTRODUCTION TO PEOPLE ANALYTICS

A PRACTICAL GUIDE TO DATA-DRIVEN HR

Kogan Page Publishers *An understanding of people analytics is a crucial skill for all HR professionals. No longer limited to employees in data teams or those with analyst in their job titles, people analytics is now an integral part of every HR job. Introduction to People Analytics allows all HR professionals to get to grips with analytics, feel confident in their ability to handle employee and organizational data and use analytics to move from opinions to insights. From where to find data in an organization, how to collect it and analyse it through to how to use these findings to add business value, Introduction to People Analytics is essential reading for all HR professionals. With case studies and thought leadership insights from companies who have leveraged people analytics to improve culture and employee engagement, increase performance and reduce costs including NHS, Brompton Bikes, British Heart Foundation, King, Experian and AstraZeneca, FIS and Swarovski, this book shows how and where HR analytics can make a tangible difference to organizations. There is also expert guidance and practical advice on how to embed analytics into HR processes and adopt a data-driven approach to all workplace activities.*

UPGRADE YOURSELF

2 MANUSCRIPTS: INTRODUCING FOCUS AND INTRODUCING BODY LANGUAGE

Createspace Independent Publishing Platform 2 books in 1: *Introducing Focus: The Ultimate Guide to Achieving Unbreakable Focus, Increasing Your Productivity, and Sharpening Your Mind* *Introducing Body Language: A Practical Guide to Learning All About Body Language and How It Can Benefit You in Your Everyday Life* Book 1: *Introducing Focus: The Ultimate Guide to Achieving Unbreakable Focus, Increasing Your Productivity, and Sharpening Your Mind* ARE READY TO DISCOVER THE BEST WAYS TO IMPROVING YOUR FOCUS?! Is it safe to say that you get irritated in light of the fact that you can't seem to concentrate for long periods of time and are not keeping on top of things in your everyday life? You cant seem to get out of that never ending hole of switching between various different things? The only way to get over this is to take that leap into learning how to solve your focus problems. This book is ideal for somebody wanting to learn the best ways of how to organize your life and get everything back to efficient, working order. This book will provide you with a mental diagram of the essential procedures that will prompt you towards better unbreakable focus. This is what you can expect to find within this book; Learn how the body has an effect on your focus The benefits of being focused How to develop self-discipline How to cut down pressure and stress Strategies to building unbreakable focus Much more! If you feel like you have not been able to finish a task once you have started it, if you get side tracked by other things around you, or you just seem to lose interest the minute you begin to work, then this book is for you. Book 2: *Introducing Body Language: A Practical Guide to Learning All About Body Language and How It Can Benefit You in Your Everyday Life* WANT TO LEARN ALL ABOUT BODY LANGUAGE?! A practical guide for understanding the body language of others and monitoring your own. This book discloses how to read and comprehend other individuals and how to be more mindful of what you are stating with your own body language. This simple, easy to read guide shows you how to comprehend non-verbal messages, dealing independently with various parts of the body, for example, outward appearances, facial expressions, stance and hand gestures. This book will teach you the basics of body language as well as advanced techniques, so you can get started straight away! You will learn to assess your current body language and track your progress as your understanding and skills improve. In this modern age where information intake is key, body language plays an important role, and the more you know, the more freedoms, interests, and opportunities you'll have. Ready to get started and become more knowledgeable in body language? Lets get going!

AN INTRODUCTION TO EFFICIENCY AND PRODUCTIVITY ANALYSIS

Springer Science & Business Media *An Introduction to Efficiency and Productivity Analysis* is designed as a primer for anyone seeking an authoritative introduction to efficiency and productivity analysis. It is a systematic treatment of four relatively new methodologies in *Efficiency/Productivity Analysis*: (a) Least-Squares Econometric Production Models, (b) Total Factor Productivity (TFP) Indices, (c) Data Envelopment Analysis (DEA), and (d) Stochastic Frontiers. Each method is discussed thoroughly. First, the basic elements of each method are discussed using models to illustrate the method's fundamentals, and, second, the discussion is expanded to treat the extensions and varieties of each method's uses. Finally, one or more case studies are provided as a full illustration of how each methodology can be used. In addition, all four methodologies will be linked in the book's presentation by examining the advantages and disadvantages of each method and the problems to which each method can be most suitably applied. The book offers the first unified text presentation of methods that will be of use to students, researchers and practitioners who work in the growing area of *Efficiency/Productivity Analysis*. The book also provides detailed advice on computer programs which can be used to calculate the various measures. This involves a number of presentations of computer instructions and output listings for the SHAZAM, TFPIP, DEAP and FRONTIER computer programs.

IBM SAN VOLUME CONTROLLER 2145-DH8 INTRODUCTION AND IMPLEMENTATION

IBM Redbooks Data is the new currency of business, the most critical asset of the modern organization. In fact, enterprises that can gain business insights from their data are twice as likely to outperform their competitors; yet, 72 percent of them have not started or are only planning big data activities. In addition, organizations often spend too much money and time managing where their data is stored. The average firm purchases 24% more storage every year, but uses less than half of the capacity it already has. A member of the IBM® Storwize® family, IBM SAN Volume Controller (SVC) Data Platform is a storage virtualization system that enables a single point of control for storage resources to help support improved business application availability and greater resource utilization. The objective is to manage storage resources in your IT infrastructure and to make sure they are used to the advantage of your business, and do it quickly, efficiently, and in real time, while avoiding increases in administrative costs. Virtualizing storage with SVC Data Platform helps make new and existing storage more effective. SVC Data Platform includes many functions traditionally deployed separately in disk systems. By including these in a virtualization system, SVC Data Platform standardizes functions across virtualized storage for greater flexibility and potentially lower costs. SVC Data Platform functions benefit all virtualized storage. For example, IBM Easy Tier® optimizes use of flash storage. And IBM Real-time Compression™ enhances efficiency even further by enabling the storage of up to five times as much active primary data in the same physical disk space. Finally, high-performance thin provisioning helps automate provisioning. These benefits can help extend the useful life of existing storage assets, reducing costs. Integrating these functions into SVC Data Platform also means that they are designed to operate smoothly together, reducing management effort. In this IBM Redbooks® publication, we discuss the latest features and functions of the SVC 2145-DH8 and software version 7.3, implementation, architectural improvements, and Easy Tier.

INTELLIGENT BUILDINGS: AN INTRODUCTION

Routledge This book introduces the concept of Intelligent Buildings to the wider construction community. Edited by the Father of Intelligent Buildings, Derek Clements-Croome, the book explains that intelligent buildings should be sustainable, healthy, technologically aware, meet the needs of occupants and business, and should be flexible and adaptable to deal with change. This means the processes of planning, design, construction, commissioning and facilities management including post-occupancy evaluation are all important. Buildings comprise many systems devised by many people and yet the relationship between buildings and people can only work satisfactorily if there is an integrated team with a holistic vision.

CHINA DOING BUSINESS FOR EVERYONE GUIDE - PRACTICAL INFORMATION AND CONTACTS

Lulu.com

A PRACTICAL INTRODUCTION TO INDEX NUMBERS

John Wiley & Sons *This book provides an introduction to index numbers for statisticians, economists and numerate members of the public. It covers the essential basics, mixing theoretical aspects with practical techniques to give a balanced and accessible introduction to the subject. The concepts are illustrated by exploring the construction and use of the Consumer Prices Index which is arguably the most important of all official statistics in the UK. The book also considers current issues and developments in the field including the use of large-scale price transaction data. A Practical Introduction to Index Numbers will be the ideal accompaniment for students taking the index number components of the Royal Statistical Society Ordinary and Higher Certificate exams; it provides suggested routes through the book for students, and sets of exercises with solutions.*

INTRODUCTION TO CLIENT

A PRACTICAL GUIDE FOR SYSTEMS PROFESSIONALS

WORK SMARTER, NOT HARDER

PRODUCTIVITY

Icon Books *An Introducing Practical Guide showing you how to decrease stress and increase efficiency.*

INTRODUCTION TO GOOGLE CLASSROOM

A PRACTICAL GUIDE FOR IMPLEMENTING DIGITAL EDUCATION STRATEGIES, CREATING ENGAGING CLASSROOM ACTIVITIES, AND BUILDING AN EFFECTIVE ONLINE LEARNING ENVIRONMENT

Ulysses Press *Learn to take your classroom curriculum digital using Google Classroom's unique file sharing features. Introduction to Google Classroom will help teachers of all grade levels master the basics of communication and education using the Google Classroom file sharing service. Learn how to connect with students, control access to lessons, distribute assignments, and update your class calendar. Google Classroom newbie? No worries! Experienced educator and author Annie Brock takes readers step-by-step through the most common Google Classroom features and terminology. Packed with tips, tricks, troubleshooting, helpful screenshots, and activity ideas to keep students of all ages engaged, this book is indispensable as the future of teaching continues to evolve.*

THE PRODUCTIVE ONLINE AND OFFLINE PROFESSOR

A PRACTICAL GUIDE

Stylus Publishing, LLC *What does it mean to be a productive professor in higher education? What would it feel like to have more peace and productivity? To have nothing fall through the cracks? The Productive Online and Offline Professor is written for today's busy higher education professional. Through an exploration of what it means to make work meaningful, this book offers practical strategies and tips to support higher education professionals in efficiently managing and effectively using a wide range of technologies and productivity tools. Higher education instructors will find this guide helps them to fulfill their teaching roles with excellence and to build engaging relationships with students while also successfully managing other priorities in their professional and personal lives. The Productive Online Professor assists those who teach online and blended courses with managing their personal productivity. Faculty are often expected to provide support and feedback to learners outside of normal work hours in non-traditional classes. Programs that are designed with more asynchronous content may cause faculty to perceive that it is difficult to ever press the "off button" on their teaching. The author offers guidance and suggests software tools for streamlining communication and productivity that enable faculty to better balance their lives while giving rich feedback to students. Part 1 addresses the challenges in defining productivity and presents a working definition for the text. Part 2 describes the ability to communicate using both synchronous and asynchronous methods, along with ways of enriching such communication. Part 3 describes methods for finding, curating, and sharing relevant knowledge both within one's courses and to a broader personal learning network (PLN). Part 4 examines specific tools for navigating the unique challenges of productivity while teaching online. It includes ways to grade more productively while still providing rich feedback to students. Part 5 shares techniques for keeping one's course materials current and relevant in the most efficient ways possible. The Productive Online Professor is a practical guide for how to provide high quality online classes to diverse students. This book shares specific technology and other tools that may be used in charting a course toward greater productivity. It is intended to be a professional resource for fulfilling our roles with excellence and joy, while managing other priorities in our personal and professional lives.*

ANNUAL REPORT OF THE CANAL ZONE PLANT INTRODUCTION GARDENS

GUIDELINES FOR THE IN SITU RE-INTRODUCTION AND TRANSLOCATION OF AFRICAN AND ASIAN RHINOCEROS

IUCN

BLS HANDBOOK OF METHODS

INTRODUCTION TO CORPUS LINGUISTICS

John Wiley & Sons Over the past decades, the use of quantitative methods has become almost generalized in all domains of linguistics. However, using these methods requires a thorough understanding of the principles underlying them. *Introduction to quantitative methods in linguistics* aims at providing students with an up-to-date and accessible guide to both corpus linguistics and experimental linguistics. The objectives are to help students developing critical thinking about the way these methods are used in the literature and helping them to devise their own research projects using quantitative data analysis.

INTRODUCTION TO DEVELOPMENT ENGINEERING

A FRAMEWORK WITH APPLICATIONS FROM THE FIELD

Springer Nature This open access textbook introduces the emerging field of Development Engineering and its constituent theories, methods, and applications. It is both a teaching text for students and a resource for researchers and practitioners engaged in the design and scaling of technologies for low-resource communities. The scope is broad, ranging from the development of mobile applications for low-literacy users to hardware and software solutions for providing electricity and water in remote settings. It is also highly interdisciplinary, drawing on methods and theory from the social sciences as well as engineering and the natural sciences. The opening section reviews the history of "technology-for-development" research, and presents a framework that formalizes this body of work and begins its transformation into an academic discipline. It identifies common challenges in development and explains the book's iterative approach of "innovation, implementation, evaluation, adaptation." Each of the next six thematic sections focuses on a different sector: energy and environment; market performance; education and labor; water, sanitation and health; digital governance; and connectivity. These thematic sections contain case studies from landmark research that directly integrates engineering innovation with technically rigorous methods from the social sciences. Each case study describes the design, evaluation, and/or scaling of a technology in the field and follows a single form, with common elements and discussion questions, to create continuity and pedagogical consistency. Together, they highlight successful solutions to development challenges, while also analyzing the rarely discussed failures. The book concludes by reiterating the core principles of development engineering illustrated in the case studies, highlighting common challenges that engineers and scientists will face in designing technology interventions that sustainably accelerate economic development. *Development Engineering* provides, for the first time, a coherent intellectual framework for attacking the challenges of poverty and global climate change through the design of better technologies. It offers the rigorous discipline needed to channel the energy of a new generation of scientists and engineers toward advancing social justice and improved living conditions in low-resource communities around the world.

INTRODUCTION TO INTEGRATED PRODUCT DEVELOPMENT

Lulu.com

INTRODUCTION TO POLYMER SCIENCE AND TECHNOLOGY

Bookboon

INTRODUCTION TO THE DESIGN AND BEHAVIOR OF BOLTED JOINTS, FOURTH EDITION

NON-GASKETED JOINTS

CRC Press Redesigned for increased accessibility, this fourth edition of the bestselling *Introduction to the Design and Behavior of Bolted Joints* has been divided into two separate but complementary volumes. Each volume contains the basic information useful to bolting experts in any industry, but because the two volumes are more clearly focused, they are easier and more efficient to use. The first volume, *Non-Gasketed Joints*, describes the design, behavior, misbehavior, failure modes, and analysis of the bolts and bolted joints that play a large, even ubiquitous, role in the myriad machines and structures that form our world. The author elucidates why proper bolt tension - often called preload - is critical to the safety and reliability of an assembled joint. He introduces many ways to create that preload as well as ways to measure or inspect for it, then covers how to design joints that are less apt to misbehave or fail, using the guidelines, procedures, and simple algebraic mathematics included in the text. The book provides numerous tables, charts, graphs, and appendices, giving you all the information and data required to design and use non-gasketed bolted joints. Now leaner and meaner, this new edition is better suited for classrooms as well as the practicing engineer.

INTRODUCTION TO GROUP THERAPY

A PRACTICAL GUIDE

Psychology Press Provides a solid foundation for anyone interested in group therapy! *Introduction to Group Therapy: A Practical Guide, Second Edition* continues the clinically relevant and highly readable work of the original, demonstrating the therapeutic power group therapy has in conflict resolution and personality change. This unique book combines theory and practice in a reader-friendly format, presenting practical suggestions in areas rarely covered in academic settings. A proven resource for introductory and advanced coursework, the book promotes group therapy at the grassroots level-students-where it has the most opportunity to be put into effect. *Introduction to Group Therapy: A Practical Guide, Second Edition* expands on issues presented in the book's first edition and introduces new information on topics such as the historical beginnings of group therapy, theories, modalities, practical issues of how to set up an office for an effective group environment, surviving your training sites, problem clients, contemporary issues drawn from online discussion, and developing a group practice. The book also includes case studies, review questions, a glossary, appendices of relevant topics, and an extensive bibliography. Changes to *Introduction to Group Therapy: A Practical Guide* include: the expansion of "A Case Study" into two chapters to include analysis from 17 senior clinicians a new chapter on group therapy as a

negative experience a new chapter on group psychotherapy as a specialty new material on self-protection new material on the training site and the problematic client and much more! Thorough, well organized, and based on first-hand accounts, this book is also a great resource for experienced clinicians who need proven and expert advice from colleagues in the field. *Introduction to Group Therapy, Second Edition* effectively combines theory and practical suggestions to help you offer improved therapy to clients.

INTRODUCTION TO LAW FIRM PRACTICE

American Bar Association For both the law student and young lawyer, this guide provides an introduction to the basics of working in a law firm. It discusses how a lawyer can get around within the firm to succeed in law firm practice.

INTRODUCTION TO ORGANISATIONAL BEHAVIOUR

Kogan Page Publishers Ideal for anyone studying an introductory module in organisational behaviour, *Introduction to Organisational Behaviour* is a rigorous critique of all essential organisational behaviour topics. A comprehensive book with extensive accompanying online resources makes this a must-have package for anyone wanting to understand the theory and practice of organisational behaviour. Practitioner case studies, supporting video interviews where solutions and approaches are discussed, review questions at the end of every chapter make this an essential resource. Covering organisational behaviour in the context of individuals, groups and teams and managing organisations as well as the importance of organisational structures and emerging issues, *Introduction to Organisational Behaviour* gives understanding and guidance on the full spectrum of organisational behaviour issues. Supported by extensive online resources including video interviews, clips of key skills lecture slides, additional tutorial activities and a test bank of multiple choice questions make this a truly integrated print and electronic learning package.

AN INTRODUCTION TO PSYCHOLOGICAL ASSESSMENT AND PSYCHOMETRICS

SAGE In *An Introduction to Psychological Assessment and Psychometrics*, Keith Coaley outlines the key ingredients of psychological assessment, providing case studies to illustrate their application, making it an ideal textbook for courses on psychometrics or psychological assessment. New to the Second Edition: Includes occupational and educational settings Covers ethical and professional issues with a strong practical focus Case study material related to work selection settings End of chapter self-assessments to facilitate students' progress Complaint with the latest BPS Certificate of Testing curriculum Electronic inspection copies are available for instructors.

OVERALL EQUIPMENT EFFECTIVENESS

A POWERFUL PRODUCTION/MAINTENANCE TOOL FOR INCREASED PROFITS

Industrial Press Inc. Written primarily for those responsible for the reliability of equipment and the production operation, this innovative book centers on developing and measuring true Overall Equipment Effectiveness (OEE). The author demonstrates that true OEE correlates with factory output, provides a methodology to link OEE with net profits that can be used by reliability managers to build solid business cases for improvement projects, and draws on his own experience by presenting successful improvement applications in every chapter. Additionally, it will also help practitioners better understand Total Productive Maintenance (TPM) and develop an effective foundation to support Reliability-Centered Maintenance (RCM).

NATIONAL CENTER FOR PRODUCTIVITY AND QUALITY OF WORKING LIFE

CATALOG OF HOLDINGS

NATIONAL GUIDE TO EDUCATIONAL CREDIT FOR TRAINING PROGRAMS 2004-2005

Praeger For more than 25 years, this guide has been the trusted source of information on thousands of educational courses offered by business, labor unions, schools, training suppliers, professional and voluntary associations, and government agencies. These courses provide academic credit to students for learning acquired at such organizations as AT&T, Citigroup, Delta Air Lines, General Motors University, NETg, and Walt Disney World Resort. Each entry in the comprehensive *National Guide* provides: ^L ^L ^DBL Course title ^L ^DBL Location of all sites where the course is offered ^L ^DBL Length in hours, days, or weeks ^L ^DBL Period during which the credit recommendation applies ^L ^DBL Purpose for which the credit was designed ^L ^DBL Learning outcomes ^L ^DBL Teaching methods, materials, and major subject areas covered ^L ^DBL College credit recommendations offered in four categories (by level of degrees) and expressed in semester hours and subject areas(s) in which credit is applicable. ^L ^L The introductory section includes ACE Transcript Service information. For more than 25 years, this guide has been the trusted source of information on thousands of educational courses offered by business, labor unions, schools, training suppliers, professional and voluntary associations, and government agencies. These courses provide academic credit to students for learning acquired at such organizations as AT&T, Citigroup, Delta Air Lines, General Motors University, NETg, and Walt Disney World Resort. Each entry in the comprehensive *National Guide* provides: ^L ^L ^DBL Course title ^L ^DBL Location of all sites where the course is offered ^L ^DBL Length in hours, days, or weeks ^L ^DBL Period during which the credit recommendation applies ^L ^DBL Purpose for which the credit was designed ^L ^DBL Learning outcomes ^L ^DBL Teaching methods, materials, and major subject areas covered ^L ^DBL College credit recommendations offered in four categories (by level of degrees) and expressed in semester hours and subject areas(s) in which credit is applicable. ^L ^L The introductory section includes ACE Transcript Service information.

INTRODUCTION TO PROBABILITY AND STATISTICS FOR ECOSYSTEM MANAGERS

SIMULATION AND RESAMPLING

John Wiley & Sons Explores computer-intensive probability and statistics for ecosystem management decision making Simulation is

an accessible way to explain probability and stochastic model behavior to beginners. This book introduces probability and statistics to future and practicing ecosystem managers by providing a comprehensive treatment of these two areas. The author presents a self-contained introduction for individuals involved in monitoring, assessing, and managing ecosystems and features intuitive, simulation-based explanations of probabilistic and statistical concepts. Mathematical programming details are provided for estimating ecosystem model parameters with Minimum Distance, a robust and computer-intensive method. The majority of examples illustrate how probability and statistics can be applied to ecosystem management challenges. There are over 50 exercises - making this book suitable for a lecture course in a natural resource and/or wildlife management department, or as the main text in a program of self-study. Key features: Reviews different approaches to wildlife and ecosystem management and inference. Uses simulation as an accessible way to explain probability and stochastic model behavior to beginners. Covers material from basic probability through to hierarchical Bayesian models and spatial/ spatio-temporal statistical inference. Provides detailed instructions for using R, along with complete R programs to recreate the output of the many examples presented. Provides an introduction to Geographic Information Systems (GIS) along with examples from Quantum GIS, a free GIS software package. A companion website featuring all R code and data used throughout the book. Solutions to all exercises are presented along with an online intelligent tutoring system that supports readers who are using the book for self-study.

INTRODUCTION TO SUSTAINABILITY ANALYTICS

CRC Press The roles of corporate and public stewards and the nature of their social contract with society have been changing over the past two centuries, and those changes have accelerated in recent decades. Moreover, with increasing focus on sustainability factors from the marketplace (regulators, investors, financiers, and consumers), corporate sustainability disclosure is shifting from voluntary to vital. Corporate and public stewards are now responsible for their performance and services from cradle-to-grave: they must properly manage corporate social responsibility and integrate it into their global strategies, rather than consider it as merely a moral obligation or a risk/reputation management exercise. Sustainability analytics, the critical link between sustainability and business strategy, helps professionals track, trend, and transform sustainability information into actionable insights across the value chain and life cycle, to enhance their sustainability performance and its disclosure. This book, *Introduction to Sustainability Analytics*, provides corporate and public stewards with a comprehensive understanding of how to determine which sustainability metrics are material to them and relevant to their business, and how to incorporate them into corporate strategy, resource allocation, and prioritization. Focusing on practical decision-making needs, it explains how to value and prioritize initiatives, and how to best allocate necessary resources through several real case studies and practical examples. Features: Examines pressing issues such as climate change, water scarcity, and environmental justice Explains how to develop a business case and global strategy for social responsibility Includes both corporate and public policy perspectives on sustainability economics Covers emerging regulations on sustainability disclosure and responsible investing

INTRODUCTION TO MODERN VEHICLE DESIGN

Elsevier *An Introduction to Modern Vehicle Design* provides a thorough introduction to the many aspects of passenger car design in one volume. Starting with basic principles, the author builds up analysis procedures for all major aspects of vehicle and component design. Subjects of current interest to the motor industry, such as failure prevention, designing with modern materials, ergonomics and control systems are covered in detail, and the author concludes with a discussion on the future trends in automobile design. With contributions from both academics lecturing in motor vehicle engineering and those working in the industry, "An Introduction to Modern Vehicle Design" provides students with an excellent overview and background in the design of vehicles before they move on to specialised areas. Filling the niche between the more descriptive low level books and books which focus on specific areas of the design process, this unique volume is essential for all students of automotive engineering. Only book to cover the broad range of topics for automobile design and analysis procedures Each topic written by an expert with many years experience of the automotive industry

A GENTLE INTRODUCTION TO EFFECTIVE COMPUTING IN QUANTITATIVE RESEARCH

WHAT EVERY RESEARCH ASSISTANT SHOULD KNOW

MIT Press A practical guide to using modern software effectively in quantitative research in the social and natural sciences. This book offers a practical guide to the computational methods at the heart of most modern quantitative research. It will be essential reading for research assistants needing hands-on experience; students entering PhD programs in business, economics, and other social or natural sciences; and those seeking quantitative jobs in industry. No background in computer science is assumed; a learner need only have a computer with access to the Internet. Using the example as its principal pedagogical device, the book offers tried-and-true prototypes that illustrate many important computational tasks required in quantitative research. The best way to use the book is to read it at the computer keyboard and learn by doing. The book begins by introducing basic skills: how to use the operating system, how to organize data, and how to complete simple programming tasks. For its demonstrations, the book uses a UNIX-based operating system and a set of free software tools: the scripting language Python for programming tasks; the database management system SQLite; and the freely available R for statistical computing and graphics. The book goes on to describe particular tasks: analyzing data, implementing commonly used numerical and simulation methods, and creating extensions to Python to reduce cycle time. Finally, the book describes the use of LaTeX, a document markup language and preparation system.

INTRODUCTION TO FORENSIC PSYCHOLOGY

ISSUES AND CONTROVERSIES IN CRIME AND JUSTICE

Academic Press "Suitable for course adoption in a variety of undergraduate and graduate curricula, instructors will find this book

most useful as primary source reading in classes exploring psychology and the legal system, criminal behavior, psychology, public policy, and the law: the criminal offender, topics in criminal justice and psychology, and introduction to forensic psychology. Complete in its coverage and concise in its analysis, this book is a must read for anyone wishing to learn about the fascinating and complex world of law, psychology, and crime."--BOOK JACKET.

INTRODUCTION TO NURSING INFORMATICS

Springer Science & Business Media This bestselling book covers virtually every aspect of computers, information technology, and information management systems used by nurses--from general information management requirements to clinical practice applications and implementation concerns. This edition is updated and expanded to reflect the vast technological advances in health care in recent years, including Internet usage. 50 illustrations.

INTRODUCTION TO SOFTWARE ENGINEERING

CRC Press Practical Guidance on the Efficient Development of High-Quality Software Introduction to Software Engineering, Second Edition equips students with the fundamentals to prepare them for satisfying careers as software engineers regardless of future changes in the field, even if the changes are unpredictable or disruptive in nature. Retaining the same organization as its predecessor, this second edition adds considerable material on open source and agile development models. The text helps students understand software development techniques and processes at a reasonably sophisticated level. Students acquire practical experience through team software projects. Throughout much of the book, a relatively large project is used to teach about the requirements, design, and coding of software. In addition, a continuing case study of an agile software development project offers a complete picture of how a successful agile project can work. The book covers each major phase of the software development life cycle, from developing software requirements to software maintenance. It also discusses project management and explains how to read software engineering literature. Three appendices describe software patents, command-line arguments, and flowcharts.

INTRODUCTION TO TUNNEL CONSTRUCTION

CRC Press Tunnelling provides a robust solution to a variety of engineering challenges. It is a complex process, which requires a firm understanding of the ground conditions as well as structural issues. This book covers the whole range of areas that you need to know in order to embark upon a career in tunnelling. It also includes a number of case studies of real tunnel projects, to demonstrate how the theory applies in practice. The coverage includes: Both hard-rock and soft-ground conditions Site investigation, parameter selection, and design considerations Methods of improving the stability of the ground and lining techniques Descriptions of the various tunnelling techniques Health and safety considerations Monitoring of tunnels during construction Clear, concise, and heavily illustrated, this is a vital text for final-year undergraduate and MSc students and an invaluable starting point for young professionals.

INTRODUCTION AND APPLICATION OF ORGANIC FERTILIZERS AS PROTECTORS OF OUR ENVIRONMENT

Cambridge Scholars Publishing This book gives the latest information on advances in organic agriculture which can be used by agroindustry people as well as agricultural engineers and with practical examples for farmers. It provides important information covering multidisciplinary approaches on environmental awareness, organic agricultural production as well as organic fertilizers. The chapters here are prepared by experts in the field who present and discuss the principles of a wide range of practical ideas with examples. This book also presents novel ideas and suggestions for future research in organic agricultural production. The topics included in this book are based on surveys together with literature reviews to enable the academic and industrial readers to evaluate what they see as specific to their own discipline. The chapters include a wide range of topics which will also make it easy to make comparisons between different disciplines.

GETTING THINGS DONE

THE ART OF STRESS-FREE PRODUCTIVITY

Penguin The book Lifehack calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's *Getting Things Done* has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of *Getting Things Done* will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

INTRODUCTION TO GENDER-SENSITIVE SOCIAL PROTECTION PROGRAMMING TO COMBAT RURAL POVERTY: WHY IS IT IMPORTANT AND WHAT DOES IT MEAN? - FAO TECHNICAL GUIDE 1

A TOOLKIT ON GENDER-SENSITIVE SOCIAL PROTECTION PROGRAMMES TO COMBAT RURAL POVERTY AND HUNGER

Food & Agriculture Org. Many social protection programmes, including cash transfers, public works programmes and asset transfers, target women as main beneficiaries or recipients of benefits. Extending social protection to rural populations has great potential for fostering rural women's economic empowerment. However, to tap into this potential, more needs to be done. There is much scope for making social protection policies and programmes more gender sensitive and for better aligning them with agricultural and rural development policies to help address gender inequalities. Recognizing this potential and capitalizing on existing

evidence, FAO seeks to enhance the contribution of social protection to gender equality and women's empowerment by providing country-level support through capacity development, knowledge generation and programme support. To move forward this agenda, FAO has developed the Technical Guidance Toolkit on Gender-sensitive Social Protection Programmes to Combat Rural Poverty and Hunger. The Toolkit is designed to support SP and gender policy-makers and practitioners in their efforts to systematically apply a gender lens to SP programmes in ways that are in line with global agreements and FAO commitments to expand inclusive SP systems for rural populations. The Toolkit focuses on the role of SP in reducing gendered social inequalities, and rural poverty and hunger.