Functional Analytic Psychotherapy Made Simple A Practical Guide To Therapeutic Relationships The New Harbinger Made Simple Series

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Multivariate Statistics Made Simple Aug 01 2022 This book

explains the advanced but essential concepts of Multivariate Statistics in a practical way while touching the mathematical logic in a befitting manner. The illustrations are based on real case studies from a super specialty hospital where active research is going on.

Making Management Simple Oct 11 2020 1. Intro: Management in the C21st; 2. Getting and keeping yourself organised; 3. Being effective; 4. Recruiting and selecting the right people; 5. Managing people; 6. Getting the most from people; 7. Taking responsibility for communication; 8. Change management; 9. Defusing difficulties; 10. Encouraging creativity

Practical Common Lisp Feb 12 2021 * Treats LISP as a language for commercial applications, not a language for academic AI concerns. This could be considered to be a secondary text for the Lisp course that most schools teach . This would appeal to students who sat through a LISP course in college without quite getting it – so a "nostalgia" approach, as in "wow-lisp can be practical..." * Discusses the Lisp programming model and environment. Contains an introduction to the language and gives a thorough overview of all of Common Lisp's main features. * Designed for experienced programmers no matter what languages they may be coming from and written for a modern audience—programmers who are familiar with languages like Java, Python, and Perl. * Includes several examples of working code that actually does something useful like Web programming and database access.

The Medication Interest Model Apr 16 2021 Publisher's Note: Products purchased from 3rd Party sellers are not guaranteed by the Publisher for quality, authenticity, or access to any online entitlements included with the product. This pioneering book on the clinician-patient alliance -

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written in a fast-paced, highly enjoyable writing style - shows medical, nursing, physician assistant, and clinical pharmacy students the importance of the principles behind shared decision making and how to transform those principles into clinical practice. Shawn Christopher Shea, MD, an internationally respected author, has a superb ability to perceive the complexities of clinical interviewing as applied to shared decision making, while creating frameworks and interviewing techniques that illuminate, clarify, and simplify those complexities so that young clinicians can immediately apply them. This book demonstrates the art of enhancing the therapeutic alliance by addressing one of the most, if not the, most important of interviewing tasks with regard to achieving successful healing: collaboratively talking with patients about their medications and effectively enhancing their medication adherence.

Money 101: A Simple, Practical Guide for Normal People Dec 13 2020 Money 101: A Simple, Practical Guide for Normal People is a simple, yet powerful guide to the basics, yes....but also the essential steps in personal finance. This guide starts with how to save money and where to save it, to how to prioritize college savings, food storage, home buying, etc; while pointing out common financial pitfalls to avoid along the way. Money 101 includes tools that anyone can easily use to improve their financial plan and explore their goals. It provides clarity on topics like Roth IRA's, Mortgages, Food Storage, Retirement Savings, Budgeting & more!
Simple Wealth Oct 30 2019 End the Shame Cycle of Money and Take Control of Your Life! If you've put off facing your personal finances because you're afraid of what you might discover, worry no more! A beautiful life of confidence, ease, and empowerment when it comes to money is waiting for you, right here, right now.

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Within these pages, pioneer financial coach and Accredited Financial Counselor(R) Holly Morphew shares her proven system for eliminating debt, building savings, creating wealth, and reaching financial independence-allowing you to live your best and most joyful life, both today and in the future. Whether you are getting a head start or starting late, whether you want to make millions or just live simply with more freedom, this book shows you how to use money as a tool to live life on your own terms. Read on to learn how to: -Gain control over money instead of letting money control you - Cultivate confidence and ease in managing your money -

Eliminate debt fast -Forgive yourself for your past money mistakes -Create personal practices that build wealth on autopilot while you live fully - And so much more!

Business Letters Made Simple Jun 26 2019 Business Letters Made Simple is a unique, contemporary, practical guide for today's business letter writers. This helpful handbook contains over 150 sample letters designed so that they can be easily adapted for your own use. There are client letters, sales letters, credit and collection letters, letters to employees, to the media, to financial institutions, letters about services and products, letters about

employment, letters of congratulation or condolence, and more. Each type of business letter is explained and demonstrated,including how to communicate effectively with overseas business correspondents. Handy tips on how to write each kind of letter appear thought out the text.

Just One Thing Aug 28 2019 You've heard the expression, "It's the little things that count." Research has shown that little daily practices can change the way your brain works, too. This book offers simple brain-training practices you can do every day to protect against stress, lift your mood, and find greater emotional resilience. Just One Thing is a

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treasure chest of over fifty practices created specifically to deepen your sense of well-being and unconditional happiness. Just one practice each day can help you: Be good to yourself Enjoy life as it is Build on your strengths Be more effective at home and work Make peace with your emotions

Practical Memory Nov 23 2021 Simple, Practical, "Common Sense" Tips to Remember More & Forget Less You are here because your memory is not as good as you would like. Why might this be? Well, the internet has all the facts we need at our fingertips. Then cameras store our pictures, and smartphones contain the phone numbers of everyone we know. With so much information being recorded for us, the brain has little that it actually needs to remember. This may be good for productivity, but is bad for our memories. The problem is when we apply our memories less and less, our ability to remember can also get worse and worse…. The solution here is simple. We must practice and exercise our memories. Thankfully, in Practical Memory you will discover simple systems and exercises anyone can use to improve their memory. This way, you can see progress immediately, without needing to spend precious time learning difficult techniques (as with many other memory books). Internationally bestselling author I. C. Robledo has examined "ordinary" people with powerful memories. Studying such people is useful because they tend to use simple, practical "common sense" systemsthat we could all benefit from. Now, those tips are all compiled here into one convenient resource. Inside, you will discover: - How to recall even the most difficult memories (e.g., on the tip of your tongue) - Why intending or planning to remember is a key step to building memories - How to stop forgetting your purse/wallet, phone, camera, etc. - Why too much routine can be bad for your ability to

remember - How to remember where you parked the car - Special tips for how to remember new locations when traveling (and stop getting lost) Start building a more powerful memory today with Practical Memory. Pick up your copy today by scrolling to the top of the page and clicking BUY NOW.

English Grammar Jun 06 2020 "Thiru V.P. Kannan has brought out a nice manual covering all the aspects of grammar in a comprehensive manner with copious examples and adequate exercises. This book will be of immense help to the students ... deliberately made very simple to enhance the grasping of rural students"

Dr. V. IRAI ANBU, I.A.S. "How we say something can be as important as what we say ... Ungrammatical communications lack clarity ... The book is indeed comprehensive ... Students will find English Grammar (Simple, Practical yet Comprehensive) very helpful as they work to improve their skill in English grammar. Dr. Carl Perrin, Ph. D., Lakewood, NJ, USA "Unlike the conventional books, the book is well structured with units, wholesome by themselves and arranged in a logical sequence ... a boon not only to students but also to learners of English language at all levels as the book is planned and designed in the most

practical and natural way." Dr. S. SHANMUGIAH, M.A., Ph.D. Registrar, Tamil Nadu Open University, Chennai "I appreciate his (author's) initiative in working out a scheme of learning English that is interesting and easy to pursue ... it enables the learner to move from the basic to the advanced and achieve mastery by correct and consistent practice ... I commend the book to every teacher and learner." Prof. R. RAJA GOVINDASAMY, M.A., M.A. (USA) Principal, Thiagarajar College, Madurai "Each topic is dealt with utmost care ... I am confident that this book will prove to be an asset to students and teachers. It will also be a source of support and

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guidance for parents who wish to prepare their wards for the examination and also help them to develop their proficiency in English Grammar." Mrs. FELICIA AUGSTINE, M.A., M.Ed. Academic Supervisor, Dept. of English, SBOA School & Junior College, Chennai

The New Simple and Practical Solar Component Guide Sep 09 2020 Have you ever wanted to save money on electricity and become energy-independent? Do you want to protect your family from regular power outages and negligence of local utility? The book "The New Simple and Practical Solar Component Guide" helps you accomplish this by understanding the essentials of building blocks of solar and harnessing solar power. Written by electronic engineers this easy-to-read-and-follow solar components guide demystifies all of the components of a solar power system in a way that anyone without a technical background can understand. The book is useful for a broad audience: technically and non-technically inclined people, beginners and advanced in solar power, and professionals of engineering background. Based on thousand hours of research and experience, the book contains practical solar power information you cannot find and cannot apply by just searching the web. This book shades lights on: - electricity basics related to solar power - solar power system types -solar power system components: - solar panel module types - bypass diodes -blocking diodes -inverters -microinvertes - charge controllers -batteries - fuses -surge protectors/arrestors - disconnects (circuit breakers) - junction (combiner) boxes - cables ... and more. Furthermore, this guide provides you with a serious introduction and practical information to solar power coupled with action-oriented how-to tips and guidelines about selecting, combining and sizing solar components as well. This book, however, is not

a complete A-Z guide for sizing a solar power system. Every journey starts with most important first steps and having a solid foundation about solar components is a prerequisite for getting an efficient safe and cost effective solar power system for your home, RV vehicle, boat or business. Without this essential knowledge, every attempt for designing and sizing a solar power system will be either fruitless or contra-productive. Grab the Book Today and Get Started Saving Money on Electricity and Becoming Energy Independent. Act Now! **Practical Meditation** Dec 25 2021 Learn on-the-go meditation techniques to improve your concentration and memory and enhance your self-esteem, using this unique visual guide. Follow the clear, step-by-step instructions anytime, anywhere--at home, on the beach, or on a business trip. Practice meditations sitting on a simple, upright chair; there's no need to fold yourself into uncomfortable positions. Explore a variety of meditation techniques, from mindfulness meditation to tai chi, to find the practices that suit you. Use the short "mini-meditations" to fit meditation into a busy lifestyle, or to sample a variety of different styles. Find out the benefits of meditation on your mind and brain, examining how it works and the scientific evidence behind its effects. Whether you are new to meditation or looking to expand your existing knowledge, this practical guide on how to meditate provides everything you need to start (or continue) your meditative journey. Reviews: Giovanni explores the many different ways to meditate, and also how to apply the benefits of meditation in all areas of our lives. I was blown away by how good Practical Meditation really is. A phenomenal book, from a deep teacher." -Rick Hanson, Phd and bestselling author of Buddha's Brain *English Grammar For EFL/ESL Students (Simple, Practical yet Comprehensive)* Nov 11 2020

"Thiru V.P. Kannan has brought out a nice manual covering all the aspects of grammar in a comprehensive manner with copious examples and adequate exercises. This book will be of immense help to the students … deliberately made very simple to enhance the grasping of rural students" Dr. V. IRAI ANBU,I.A.S. "How we say something can be as important as what we say … Ungrammatical communications lack clarity … The book is indeed comprehensive ... very helpful as they work to improve their skill in English grammar. Dr. Carl Perrin, Ph. D., Lakewood, NJ, USA "Unlike the conventional books, the book is well structured with units, wholesome by themselves and arranged in a logical sequence … a boon not only to students but also to learners of English language at all levels as the book is planned and designed in the most practical and natural way." Dr. S. SHANMUGIAH, M.A., Ph.D. Registrar, Tamil Nadu Open University, Chennai "I appreciate his (author's) initiative in working out a scheme of learning English that is interesting and easy to pursue ... it enables the learner to move from the basic to the advanced and achieve mastery by correct and consistent practice ... I commend the book to every teacher and learner." Prof. R. RAJA GOVINDASAMY, M.A., M.A. (USA) Principal, Thiagarajar College, Madurai "Each topic is dealt with utmost care ... I am confident that this book will prove to be an asset to students and teachers. It will also be a source of support and guidance for parents who wish to prepare their wards for the examination and also help them to develop their proficiency in English Grammar." Mrs. FELICIA AUGSTINE, M.A., M.Ed. Academic Supervisor, Dept. of English, SBOA School & Junior College Chennai Managing the Side Effects of Psychotropic Medications, Second Edition Jan 26 2022 This second edition of the guide features updated

information about newer psychotropic agents, as well as new drugs to help manage iatrogenic weight gain, metabolic dysregulation, involuntary movement disorders, and other common problems.

Functional Analytic Psychotherapy Made Simple Sep 29 2019 Cowritten with the founders of functional analytic psychotherapy, Functional Analytic Psychotherapy Made Simple offers a practical, behavioral treatment approach focused on client interpersonal relationships and the therapeutic relationship. Functional analytic psychotherapy (FAP) is a research-based treatment for mental health disorders and has been shown to enhance the quality of interpersonal relationships. If you're a therapist, how you relate to your clients can have a profound impact on treatment outcomes. This book integrates the latest research on the importance of the therapist-client relationship with the new science of social connection into a user-friendly, flexible clinical framework. In this book, you'll find an introduction to the conceptual foundations and clinical practice of FAP, with an emphasis on practical clinical scenarios and personal reflection. You'll learn the theoretical basis of FAP in contextual behavioral science and how to apply functional analysis—the core assessment method of behavior therapy—to the therapeutic relationship. You'll learn to understand the therapeutic relationship and social connection in terms of the Awareness, Courage, and Love model. You'll also learn how to balance authenticity and compassion with strategy and case conceptualization to make your therapeutic relationships more compassionate, flexible, and effective. And finally, you'll discover how to apply principles to effectively cope with challenging moments in the therapeutic

relationships—such as how to address ineffective behavior happening in the therapy interaction from the first moment of therapy, what to do when therapy does not seem to be progressing, and how to end therapy well. No matter your treatment background, this book will provide invaluable strategies for adopting functional analytic psychotherapy in your practice, enhancing relationships with your clients, and improving overall treatment outcomes.

I've Been Missing You Jul 08 2020 A journey to revitalized our relationship with our teen.Having a healthy relationship with our loved son and daughter is fundamental and gives life meaning. We all parents dream of being an inspiring and positive presence in our teens life. Sometimes we got lost in the fog as our kids grow and we need new sources of inspiration to reclaim our relationship with them.In addition to resources the author shares his own journey with his daughter and examples inspired by real-life. "I've Been Missing You" describe six transformational parenting pillars to guide you with practical and easy to follow steps to rediscover a fulfilling connection with your teenager for a life-lasting relationship."I've Been Missing You" is a guidebook to help you master your parental abilities with courage and sense of purpose.

Bookkeeping Made Simple Mar 16 2021 A streamlined introduction to record keeping, accounting, and more, Bookkeeping Made Simple takes the mystery out of financial jargon for small-business owners and students. Completely up to date, this comprehensive edition now covers the complete accounting cycle, making it easier than ever to master the math of commerce. Topics covered include: * assets and equities * individual accounts * the journal * adjustments to accounts * preparing statements * merchandising accounts * control of cash *

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petty cash * payroll * partnership * closing the books **SIBO Made Simple** Mar 04 2020 If you're one of the 25 to 45 million Americans living with IBS, finding an accurate diagnosis, treatment, and ultimately good health can feel like an impossible mystery. SIBO Made Simple brings you answers. Small Intestinal Bacterial Overgrowth (SIBO) is a common cause of unwanted bloating, abdominal pain, weight fluctuations, and GI distress. In this guide for achieving long-term healing, health advocate, chef, and SIBO sufferer Phoebe Lapine covers everything you need to know about SIBO and how to thrive in spite of it. Lapine answers all your questions, from what SIBO is (and what it isn't) to related conditions (Hashimoto's thyroiditis, Celiac disease, and more) to practical strategies for on-going prevention. With expert medical advice from dozens of top SIBO practitioners, SIBO Made Simple provides resources for all phases of treatment, offering a clear culinary road map that can be customized to fit a large variety of gut-healing diets, such as the Bi-Phasic Diet, GAPS, SCD, SIBO Specific Food Guide, and more. With 90 delicious, easy, low FODMAP recipes that make a notoriously tough diet doable and delicious, SIBO Made Simple is a one-of-a-kind toolkit for learning about your condition and tailoring your diet toward healing. Every recipe adds anti-inflammatory ammunition to your diet, while offering suggestions for how to add problematic ingredients back in as you diversify your plate. Getting healthy and feeling great doesn't have to be punitive. SIBO Made Simple offers a clear path forward, from someone who's been there. **Simply Pottery** Dec 01 2019 **Assessment Clear and Simple** Oct 03 2022 The first edition of Assessment Clear and Simple quickly became the essential go-to guide for anyone who participates in the assessment process in higher

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education. With the increased pressure to perform assessment to demonstrate accountability, Assessment Clear and Simple is needed more than ever. This second edition of the classic resource offers a concise, step-by-step guide that helps make assessment simple, cost-efficient, and useful to an institution. It contains effective strategies for meeting the requirements of accreditation agencies, legislatures, review boards, and others, while emphasizing and showing how to move from data to actions that improve student learning. This thoroughly revised and updated edition includes many new or expanded features, including: Illustrative examples drawn from the author's experience consulting with more than 350 institutions A basic, no-frills assessment plan for departments and for general education Tips on how to integrate portfolios and e-portfolios into the assessment process Suggestions for using rubrics and alternatives to rubrics, including doing assessment for multidisciplinary work Clear instructions on how to construct a coherent institution-wide assessment system and explain it to accreditors Ideas for assigning responsibility for general education assessment Strategies for gathering information about departmental assessment while keeping the departmental workload manageable Information on how to manage assessment in times of budgetary cutbacks Praise for the Second Edition of Assessment Clear and Simple "Walvoord's approach to assessment is wonderfully straightforward; it is also effective in facilitating faculty engagement in assessment. We've applied a number of her methods to our campus assessment efforts with success. This book makes assessment both manageable and useful in improving and enhancing student learning."—Martha L. A.

Stassen, director of assessment, University of Massachusetts, Amherst, and president, New England Educational Assessment Network (NEEAN) "Walvoord's work clearly presents the basics for getting started in assessment of student learning while honestly addressing the complexities of assessment when driven by faculty passion for student learning. This book is a valuable resource for the novice as well as the developing experts who are leading their institutions in academic assessment."—Bobbi Allen, faculty assessment director, Delta College Everyday Spiritual Practice Feb 01 2020 Have you wondered, "How do I integrate my heartfelt beliefs into my daily life?" Nearly 40 contributors address this creative dilemma and share their discoveries. Creating a home altar, practicing martial arts, fasting, quilting -- these are just some of the ways they've found to make every day more meaningful and satisfying. **Forecasting: principles and practice** Apr 04 2020 Forecasting is required in many situations. Stocking an inventory may require forecasts of demand months in advance. Telecommunication routing requires traffic forecasts a few minutes ahead. Whatever the circumstances or time horizons involved, forecasting is an important aid in effective and efficient planning. This textbook provides a comprehensive introduction to forecasting methods and presents enough information about each method for readers to use them sensibly. **Practical Security** Sep 21 2021 Most security professionals don't have the words "security" or "hacker" in their job title. Instead, as a developer or admin you often have to fit in security alongside your official responsibilities - building and maintaining computer systems. Implement the basics of good security now, and you'll have a solid foundation if you bring in a

dedicated security staff later. Identify the weaknesses in your system, and defend against the attacks most likely to compromise your organization, without needing to become a trained security professional. Computer security is a complex issue. But you don't have to be an expert in all the esoteric details to prevent many common attacks. Attackers are opportunistic and won't use a complex attack when a simple one will do. You can get a lot of benefit without too much complexity, by putting systems and processes in place that ensure you aren't making the obvious mistakes. Secure your systems better, with simple (though not always easy)

practices. Plan to patch often to improve your security posture. Identify the most common software vulnerabilities, so you can avoid them when writing software. Discover cryptography - how it works, how easy it is to get wrong, and how to get it right. Configure your Windows computers securely. Defend your organization against phishing attacks with training and technical defenses. Make simple changes to harden your system against attackers. What You Need: You don't need any particular software to follow along with this book. Examples in the book describe security vulnerabilities and how to look

for them. These examples will be more interesting if you have access to a code base you've worked on. Similarly, some examples describe network vulnerabilities and how to detect them. These will be more interesting with access to a network you support.
Living Green Oct 23 2021 Over 85 percent of Americans today express concern about health and the environment, yet only a small fraction say they know where to begin. If you are concerned about climate change, personal health, or simply wish to tread more lightly on the earth, this book is for you. It wil help you get past the worry adn take positive action to improve both

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your health and the health of the planet. Based on a lifetime of research and practice, Greg Horn provides the ultimate primer for living sustainably. A guide to photography; containing simple and practical details of the latest and most improved processes for the production of pictures by the chemical action of light, including photogenic drawing, calotype, Daguerreotype, ... illustrated with drawings on stone Apr 28 2022 *Practical Photography: on glass and paper: a manual containing simple directions for the production of portraits, views, etc. Fifth edition* May 06 2020 **Simple Steps to Data Encryption** Feb 24 2022

Everyone wants privacy and security online, something that most computer users have more or less given up on as far as their personal data is concerned. There is no shortage of good encryption software, and no shortage of books, articles and essays that purport to be about how to use it. Yet there is precious little for ordinary users who want just enough information about encryption to use it safely and securely and appropriately-- WITHOUT having to become experts in cryptography. Data encryption is a powerful tool, if used properly. Encryption turns ordinary, readable data into what looks like gibberish, but gibberish that only the end

user can turn back into readable data again. The difficulty of encryption has much to do with deciding what kinds of threats one needs to protect against and then using the proper tool in the correct way. It's kind of like a manual transmission in a car: learning to drive with one is easy; learning to build one is hard. The goal of this title is to present just enough for an average reader to begin protecting his or her data, immediately. Books and articles currently available about encryption start out with statistics and reports on the costs of data loss, and quickly get bogged down in cryptographic theory and

jargon followed by attempts to comprehensively list all the latest and greatest tools and techniques. After step-by-step walkthroughs of the download and install process, there's precious little room left for what most readers really want: how to encrypt a thumb drive or email message, or digitally sign a data file. There are terabytes of content that explain how cryptography works, why it's important, and all the different pieces of software that can be used to do it; there is precious little content available that couples concrete threats to data with explicit responses to those threats. This title fills that niche. By reading this title readers will be provided with a step by step hands-on guide that includes: Simple descriptions of actual threat scenarios Simple, step-by-step instructions for securing data How to use open source, time-proven and peer-reviewed cryptographic software Easy to follow tips for safer computing Unbiased and platform-independent coverage of encryption tools and techniques Simple descriptions of actual threat scenarios Simple, step-by-step instructions for securing data How to use open source, time-proven and peer-reviewed cryptographic software Easy-to-follow tips for safer computing Unbiased and platform-independent coverage of encryption tools and techniques

Strategic Project Management Made Simple Jun 30 2022 When Fortune Magazine estimated that 70% of all strategies fail, it also noted that most of these strategies were basically sound, but could not be executed. The central premise of Strategic Project Management Made Simple is that most projects and strategies never get off the ground because of adhoc, haphazard, and obsolete methods used to turn their ideas into coherent and actionable plans. Strategic Project Management Made Simple is the first book to

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couple a step-by-step process with an interactive thinking tool that takes a strategic approach to designing projects and action initiatives. Strategic Project Management Made Simple builds a solid platform upon four critical questions that are vital for teams to intelligently answer in order to create their own strong, strategic foundation. These questions are: 1. What are we trying to accomplish and why? 2. How will we measure success? 3. What other conditions must exist? 4. How do we get there? This fresh approach begins with clearly understanding the what and why of a project - comprehending the bigger picture goals that are often given only lip service or cursory reviews. The second and third questions clarify success measures and identify the risky assumptions that can later cause pain if not spotted early. The how questions - what are the activities, budgets, and schedules - comes last in our four-question system. By contrast, most project approaches prematurely concentrate on the how without first adequately addressing the three other questions. These four questions guide readers into fleshing out a simple, yet sophisticated, mental workbench called "the Logical Framework" - a Systems Thinking paradigm that lays out one's own project strategy in an easily accessible, interactive 4x4 matrix. The inclusion of memorable features and concepts (four critical questions, LogFrame matrix, If-then thinking, and Implementation Equation) make this book unique.

The Online Teaching Survival Guide Jun 18 2021 The Online Teaching Survival Guide offers faculty a wide array of theory-based techniques designed for online teaching and technology-enhanced courses. Written by two pioneers in distance education, this guidebook presents practical instructional strategies spread out over a four-phase timeline that covers

the lifespan of a course. The book includes information on a range of topics such as course management, social presence, community building, and assessment. Based on traditional pedagogical theory, The Online Teaching Survival Guide integrates the latest research in cognitive processing and learning outcomes. Faculty with little knowledge of educational theory and those well versed in pedagogy will find this resource essential for developing their online teaching skills. Praise for The Online Teaching Survival Guide "At a time when resources for training faculty to teach online are scarce, Judith Boettcher and Rita-Marie Conrad have presented a must-read for all instructors new to online teaching. By tying best practices to the natural rhythms of a course as it unfolds, instructors will know what to do when and what to expect. The book is a life raft in what can be perceived as turbulent and uncharted waters." —Rena M. Palloff and Keith Pratt, program directors and faculty, Teaching in the Virtual Classroom Program, Fielding Graduate University "Developed from years of experience supporting online faculty, Judith Boettcher and Rita-Marie Conrad's book provides practical tips and checklists that should especially help those new to online teaching hit the ground running." —Karen Swan, Stukel Distinguished Professor of Educational Leadership, University of Illinois Springfield "This book blends a fine synthesis of research findings with plenty of practical advice. This book should be especially valuable for faculty teaching their first or second course online. But any instructor, no matter how experienced, is likely to find valuable insights and techniques." —Stephen C. Ehrmann, director, Flashlight Program for the Study and Improvement of Educational Uses of Technology; vice president, The Teaching,

Learning, and Technology Group

Data Modeling Made Simple Nov 04 2022 Read today's business headlines and you will see that many issues stem from people not having the right data at the right time. Data issues don't always make the front page, yet they exist within every organisation. We need to improve how we manage data -- and the most valuable tool for explaining, vaildating and managing data is a data model. This book provides the business or IT professional with a practical working knowledge of data modelling concepts and best practices. This book is written in a conversational style that encourages you to read it from start to finish and master these ten objectives: Know when a data model is needed and which type of data model is most effective for each situation; Read a data model of any size and complexity with the same confidence as reading a book; Build a fully normalised relational data model, as well as an easily navigatable dimensional model; Apply techniques to turn a logical data model into an efficient physical design; Leverage several templates to make requirements gathering more efficient and accurate; Explain all ten categories of the Data Model Scorecard®; Learn strategies to improve your working relationships with others; Appreciate the impact unstructured data has, and will have, on our data modelling deliverables; Learn basic UML concepts; Put data modelling in context with XML, metadata, and agile development.

The Art of Readable Code Jan 14 2021 As programmers, we've all seen source code that's so ugly and buggy it makes our brain ache. Over the past five years, authors Dustin Boswell and Trevor Foucher have analyzed hundreds of examples of "bad code" (much of it their own) to determine why they're bad and how they could be improved. Their conclusion? You need to write code that minimizes the time it would take someone else to

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understand it—even if that someone else is you. This book focuses on basic principles and practical techniques you can apply every time you write code. Using easy-to-digest code examples from different languages, each chapter dives into a different aspect of coding, and demonstrates how you can make your code easy to understand. Simplify naming, commenting, and formatting with tips that apply to every line of code Refine your program's loops, logic, and variables to reduce complexity and confusion Attack problems at the function level, such as reorganizing blocks of code to do one task at a time Write effective test code that is thorough and concise—as well as readable "Being aware of how the code you create affects those who look at it later is an important part of developing software. The authors did a great job in taking you through the different aspects of this challenge, explaining the details with instructive examples." —Michael Hunger, passionate Software Developer **Practical Statistics Simply Explained** May 18 2021 Primer on how to draw valid conclusions from numerical data using logic and the philosophy of statistics rather than complex formulae. Discusses averages and scatter, investigation design, more. Problems, solutions.

Home Ecology Jul 28 2019 Outlines things that anyone can do to run a more ecologically sound home, including tips on recycling, shopping, light, gardening, and transportation **Data Modeling Made Simple** Sep 02 2022 Data Modeling Made Simple will provide the business or IT professional with a practical working knowledge of data modeling concepts and best practices. This book is written in a conversational style that encourages you to read it from start to finish and master these ten objectives: Know when a data model is needed and which type of data model is most effective for each situation Read a data model of any size and complexity with

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the same confidence as reading a book Build a fully normalized relational data model, as well as an easily navigatable dimensional model Apply techniques to turn a logical data model into an efficient physical design Leverage several templates to make requirements gathering more efficient and accurate Explain all ten categories of the Data Model Scorecard Learn strategies to improve your working relationships with others Appreciate the impact unstructured data has, and will have, on our data modeling deliverables Learn basic UML concepts Put data modeling in context with XML, metadata, and agile development Book

Review by Johnny Gay In this book review, I address each section in the book and provide what I found most valuable as a data modeler. I compare, as I go, how the book's structure eases the new data modeler into the subject much like an instructor might ease a beginning swimmer into the pool. This book begins like a Dan Brown novel. It even starts out with the protagonist, our favorite data modeler, lost on a dark road somewhere in France. In this case, what saves him isn't a cipher, but of all things, something that's very much like a data model in the form of a map! The author deems they are both way-finding tools. The chapters in

the book are divided into 5 sections. The chapters in each section end with an exercise and a list of the key points covered to reinforce what you've learned. I find myself comparing the teaching structure of the book to the way most of us learn to swim. *Hill House Living* Jul 20 2021 A gorgeous guide to the simple pleasures of cottage living—antique hunting, gardening, and enjoying the seasons—from a beloved British design and fashion influencer. A happy home is everything. No one knows this better than stylist and blogger Paula Sutton, who is behind the beloved Instagram account Hill House Vintage. Like many

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people, Paula gave years of her life to the busyness of the city until she traded catwalks for dog walks and couture for manure after leaving office life a decade ago. Beautifully illustrated with hundreds of photographs and drawings, this book gives you a full glimpse into life at Hill House. Inspired by Paula's love of all things vintage, and filled with simple, stylish, and thrifty tips and tricks for every area of the house, this book will bring the best of country life into your home, wherever you are. In a world that often moves too fast, Hill House Living is an invitation to take a moment to style, make or cook something nice for its own sake—and

yours. Slow down, cozy up, and join the quest to making each day more intentionally joyful. **DBT: A Simple Guide to Cognitive Behavioral Therapy (Practical Dbt Skills to Regain Total Control From Fear Worries Anxiety)** Aug 09 2020 A message of hope to anyone who have struggle with negative feelings, and on the verge of giving up. As you start reading this page you find yourself getting calms, and you'll get hold of your emotions, as you continue to absorb each words into your subconscious, you'll feel inner peace that'll bring you healing. In this book you'll discover: • The meaning and history of dbt. • The core

principles of dbt. • Dbt and mindfulness. • Tips to overcome ocd using dbt and mindfulness. • Dbt techniques to deal with anxiety and stress. • Mindful tips to tackle panic attacks. • Taming borderline personality disorder with dbt. Get lasting relief from anger, panic, stress, and other mood-related conditions by applying the principles of cognitive-behavioral therapy to your daily life. From writing down your goals to tackling negative thought patterns, this accessible and easy-to-understand cognitive behavioral therapy book gives you everything you need to start healing in one convenient cbt workbook. Learn to grow as

a person, overcome challenges, and improve your overall health and well-being.

The Value of Simple 2nd Ed. May 30 2022 *Storytelling with Data* Jan 02 2020 Don't simply show your data—tell a story with it! Storytelling with Data teaches you the fundamentals of data visualization and how to communicate effectively with data. You'll discover the power of storytelling and the way to make data a pivotal point in your story. The lessons in this illuminative text are grounded in theory, but made accessible through numerous real-world examples—ready for immediate application to your next graph or presentation. Storytelling is not an inherent skill, especially when it comes to data visualization, and the tools at our disposal don't make it any easier. This book demonstrates how to go beyond conventional tools to reach the root of your data, and how to use your data to create an engaging, informative, compelling story. Specifically, you'll learn how to: Understand the importance of context and audience Determine the appropriate type of graph for your situation Recognize and eliminate the clutter clouding your information Direct your audience's attention to the most important parts of your data Think like a designer and utilize concepts of design in data visualization Leverage the power of storytelling to help your message resonate with your audience Together, the lessons in this book will help you turn your data into high impact visual stories that stick with your audience. Rid your world of ineffective graphs, one exploding 3D pie chart at a time. There is a story in your data—Storytelling with Data will give you the skills and power to tell it!

The PETA Practical Guide to Animal Rights Aug 21 2021 With more than two million members and supporters, People for the Ethical Treatment of Animals (PETA) is the world's largest animal-rights organization, and its

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founder and president, Ingrid Newkirk, is one of the most well-known and most effective activists in America. She has spearheaded worldwide efforts to improve the treatment of animals in manufacturing, entertainment, and elsewhere. Every day, in laboratories, food factories, and other industries, animals by the millions are subjected to inhumane cruelty. In this accessible guide, Newkirk teaches readers hundreds of simple ways to stop thoughtless animal cruelty and make positive choices. For each topic, Newkirk provides hard facts, personal insight, inspiration, ideas, and resources, including: • How to eat healthfully and compassionately • How to adopt animals rather than support puppy mills • How to make their vote count and change public opinion • How to switch to cruelty-free cosmetics and clothing • How to choose amusements that protect rather than exploit animals. With public concern for the well-being of animals greater than ever—particularly among young people—this timely, practical book offers exciting and easy ways to make a difference.

Strategic Project Management Made Simple Mar 28 2022 Learn to plan and execute projects in any organization with this practical and insightful resource The comprehensively updated and revised edition of Strategic Project Management Made Simple cements this series' status as the leading resource for anyone looking for step-by-step guidance on project design and action initiatives. Written by celebrated management consultant Terry Schmidt, this book fully covers the necessity of systems thinking and the logical framework approach to solve today's challenging problems. Strategic Project Management Made Simple also includes: An expanded section on turning ideas, problems, and opportunities into projects A newly created chapter on managing your "inner game" to

achieve project excellence Fresh case studies that cover how to pivot your business to meet changing needs A new approach, Iterating to Excellence, to create your Minimum Viable Project and produce solutions smoother and faster Strategic Project Management Made Simple, Revised and Updated is an indispensable volume for leaders and workers seeking to transform their approach to planning, driving, and executing projects in their organizations.