

Franklin Quick Start Guide

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InfoWorld 1995-08-07 InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

Advanced Intelligent Systems for Sustainable Development (AI2SD'2018) Mostafa Ezziyyani 2019-03-06 This book includes the outcomes of the International Conference on Advanced Intelligent Systems for Sustainable Development (AI2SD-2018), held in Tangier, Morocco on July 12-14, 2018. Presenting the latest research in the field of computing sciences and information technology, it discusses new challenges and provides valuable insights into the field, the goal being to stimulate debate, and to promote closer interaction and interdisciplinary collaboration between researchers and practitioners. Though chiefly intended for researchers and practitioners in advanced information technology management and networking, the book will also be of interest to those engaged in emerging fields such as data science and analytics, big data, internet of things, smart networked systems, artificial intelligence, expert systems and cloud computing.

Focus: A Quick-start Guide to Mastering Your Attention (How to Focus Your Mind and Focus the Hidden Driver of Excellence) Matthew Anders 2021-09-17 Have you ever wondered how to focus your mind? Have you wrestled with how to stay focused? Focus has been described as the hidden driver of excellence. This book takes a look at how best to harness the power of focus to improve concentration. It describes techniques on how to focus and concentrate to help reach your goals. Imagine having more free time to spend with your friends and loved ones. Imagine having the freedom to pursue things you're passionate about, whether it's gardening, hiking, reading, or restoring a classic car. In this book you'll discover:

- The 10 obstacles that are crippling your ability to concentrate
- How to truly know whether you have a focus problem
- The 11 workspace tweaks that'll help you reach a flow state
- A simple workflow method that can double your productivity
- How to use music to help you get into the zone (and the BEST type of music to use)
- How to manage your email without letting it destroy your focus
- How to avoid meetings that hobble your concentration
- The one workflow method scientists claim increases productivity without fail
- A surprising (and simple!) technique that'll instantly increase your focus
- How to arrange your day to take maximum advantage of your fluctuating energy levels
- How to stop others from interrupting you without hurting their feelings

You see, the secret to success - to accomplishing your goals and living your dreams - lies in the power of focus. Once you learn how to focus on the most important goals in your life, it becomes much easier to develop the strategies and the skills needed to accomplish them, and to see them become a reality.

Common Core Standards for Middle School English Language Arts

Susan Ryan 2012 Smart implementation of the Common Core State Standards requires both an overall understanding of the standards and a grasp of their implications for planning, teaching, and learning. This Quick-Start Guide provides a succinct, all-in-one look at * The content, structure, terminology, and emphases of the Common Core standards for English language arts at the middle school level. * The meaning of the individual standards within the four ELA strands--Reading, Writing, Speaking and Listening, and Language, with an emphasis on areas that represent the most significant changes to business as usual. * How the standards connect across strands, domains, and grade levels to build on prior learning and prepare students for the nuanced communication and analytical work they will encounter in high school. Here, middle school ELA teachers and school leaders will find information they need to begin adapting their practices to ensure that all students master the new and challenging material contained in the standards. A practical lesson planning process to use with the Common Core, based on Classroom Instruction That Works, 2nd Ed., is included, along with three sample

lessons. LEARN THE ESSENTIALS OF THE COMMON CORE The grade-level and subject-specific Quick-Start Guides in the Understanding the Common Core Standards series, edited by John Kendall, are designed to help school leaders and school staffs turn Common Core standards into coherent, content-rich curriculum and effective, classroom-level lessons.

The American Bookseller's Complete Reference Trade List, and Alphabetical Catalogue of Books in this Country Alexander Vietts Blake 1847

Java Web Services in a Nutshell Kim Topley 2003 Provides both a tutorial and a quick reference guide to the Java APIs for Web services development, with a study of the different types of Web services, an explanation of JWSDP, and other documentation and supplementary material.

Catalog of Copyright Entries. Third Series Library of Congress. Copyright Office 1961 Includes Part 1, Number 1 & 2: Books and Pamphlets, Including Serials and Contributions to Periodicals (January - December)

Middle-Class Lifeboat Paul Edwards 2008-01-01 A comprehensive guide to safeguard your livelihood, income, and standard of living through the ups and downs of any economy. Most Americans, no matter what their economic circumstances, identify themselves as middle class. A recent Gallup poll showed that 63% consider themselves upper-middle or middle class. And they are feeling burned out and squeezed, under pressure to bring home more and more money just to maintain their standard of living. Middle Class Lifeboat is an answer to that pressure, a comprehensive guide to living a more stress-free lifestyle. Part I: Safeguarding Your Livelihood: profiles the 53 best jobs to have to be self-sufficient whether the economy is up or down. Part II: Safeguarding Your Income: 6 ways to extend your earnings, that don't always involve money. Part III : Safeguarding Your Standard of Living: 10 off-the-grid lifestyle choices to increase your quality of life

Excel 5 for Macintosh Maria Langer 1995 Teach yourself Excel 5 the quick and easy way! This Visual QuickStart Guide presents readers with the most helpful kind of information--detailed illustrations and screen captures to guide them through exactly what they'll see on their own computers. This task oriented reference guide makes problem solving simple.

Grails 2: A Quick-Start Guide Dave Klein 2013-12-12 Grails is a full-stack web development framework that enables you to build complete web applications in a fraction of the time and with less code than other frameworks. Grails uses the principle of convention over configuration and the dynamic Groovy programming language. This revised and updated new edition shows you how to use Grails by iteratively building a unique, working application. By the time you're done, you'll have built and deployed a real, functioning website. Using this hands-on, pragmatic approach, you'll explore topics such as Ajax in Grails, custom tags, and plugins. You'll dig into Grails' powerful view technology, Groovy Server Pages, and see how you can easily leverage the help offered by scaffolding to create custom user interfaces faster than you would have thought possible. Along the way, you'll learn about domain classes, controllers, and GSP views. And you'll see how Grails enables you to use powerful frameworks such as Spring and Hibernate. With Grails, you can get a lot done with little effort. With this book, you'll get a lot done as well. Get started with Grails today. What You Need: Grails 2 will run on any machine that supports Java. Grails applications can be deployed on any Java Servlet container, including Tomcat, Jetty, WebLogic, JBoss, and Websphere.

Leaders - Start to Finish Anne Bruce 2001 "This book is a hands-on, how-to, no-nonsense reference and an informative guide to developing and training leadership in cutting-edge environments, large and small. ... this book answers the question, what do leaders do? Not, how are they made?" -preface.

Musicology 2101 L. A. Jackson 2010-01-01 This book tells a fascinating

story of how music traveled with mankind through history. Features little known facts, personal and professional bits of interesting information.

The Underground Guide to Laser Printers Flash Magazine 1993

Explains how laser printers work, offers advice on maintenance and repairs, and shows how to solve a variety of printing problems

Your Super Quick Guide to University Helen Coleman 2020-04-09

Lecturers request your electronic inspection copy here Get on the right track from day one at university with this super quick guide. Full of top tips and hints for everything university can throw at you - from living away from home to doing your own research - this book helps you: Ace your assignments with essential checklists Beat procrastination with tools for time management Tackle writing problems with a toolkit of quick fixes Get smart about managing your money Look after your mental health and well-being Prepare for work with CV tips and careers guidance An indispensable guide to get you through university cool, calm and in control!

The Quick-Start Beginner's Guide to the Bible J Stephen Lang 2007-03-01

From the author of the bestselling "Complete Book of Bible Trivia" (over 700,000 copies sold) comes this instant reference guide to God's Word. This is the perfect foundational book for anyone who wants to learn about the Bible, its books, and the wonderful treasures within. Not everyone knows what the Bible is, why it was written, how chapter and verse numbers work, and why we even read it today. In this helpful guide, author Stephen J. Lang answers many key questions, including... What are the books in the Bible named for? Why are there two testaments? Why are there so many versions? What do the chapter and verse numbers mean? Is the Bible the only "holy" book? This is an ideal resource for anyone who has never used the Bible before, as well as for new believers. It will give them a running start on getting to know the God who loves them, and understanding the written Word He has given them.

Militia Stand Down: The First Objective Reading of the 2nd Amendment

Geoffrey Smith

The Complete Idiot's Guide to Starting Your Own Business, 6th Edition Ed

Paulson 2012-10-01 The Complete Idiot's Guide® to Starting Your Own Business, Sixth Edition will contain completely refreshed content and as well as new components that feature the basics of creating a web strategy, even for businesses that aren't focused on web commerce. In addition, this new edition will feature a chapter on leveraging social media as a tool for selling products and marketing businesses. All of the CD-ROM content from the previous edition, plus a full sample business plan, will be available to readers on the Complete Idiot's Guide® website, idiotsguides.com. Web content (formerly CD-ROM content) As with the previous edition, readers will have access to over 120 forms and documents that can be used for a multitude of business purposes. The web content will also contain new bonus chapters in addition to the updated chapters that were previously featured on the CD-ROM. Topics included in the book: ·Writing a business plan ·Obtaining critical financing and capital ·Tips on buying an existing business ·What to know when considering a franchise ·Helpful marketing tips ·Tips for social media marketing ·Ideas for increasing sales volume ·Managing employees, both good and bad ·Managing payroll taxes ·Developing an accounting strategy ·Handling credit card sales ·Developing rapport with your banker ·Doing business with China ·Managing cash flow ·Developing a sound web strategy ·What to consider when incorporating

Quick Bibliography Series 1976

Security Consulting Charles A. Sennewald 2012-12-31 Since 9/11, business and industry has paid close attention to security within their own organizations. In fact, at no other time in modern history has business and industry been more concerned with security issues. A new concern for security measures to combat potential terrorism, sabotage, theft and disruption -- which could bring any business to it's knees -- has swept the nation. This has opened up a huge opportunity for private investigators and security professionals as consultants. Many retiring law enforcement and security management professionals look to enter the private security consulting market. Security consulting often involves conducting in-depth security surveys so businesses will know exactly where security holes are present and where they need improvement to limit their exposure to various threats. The fourth edition of Security Consulting introduces security and law enforcement professionals to the career and business of security consulting. It provides new and potential consultants with the practical guidelines needed to start up and maintain a successful independent practice. Updated and expanded information is included on marketing, fees and expenses, forensic consulting, the use of computers, and the need for professional growth. Useful sample forms have been updated in addition to new promotion opportunities and keys to

conducting research on the Web. The only book of its kind dedicated to beginning a security consulting practice from the ground-up Proven, practical methods to establish and run a security consulting business New chapters dedicated to advice for new consultants, information security consulting, and utilizing the power of the Internet The most up-to-date best practices from the IAPSC

Become A Handyman - A Quick Start Guide Bob Cheal 2008-08-06

Are you tired of working for someone else? Want more control over your time and the work that you do? Want to take more vacations? Become a handyman! Before you can make the decision to start your own handyman business there are a number of questions that need to be answered. How will you set your rates and how quickly will you be up and running? Are there licensing requirements? What type of work will you be doing and what skills are required? How will you market yourself? These questions and many more are answered in "Become a Handyman-A Quick Start Guide." The author shares his experiences starting a handyman business. He shares the secrets to earning significantly more than the average handyman and has included a Handyman Pricing Guide with pictures to help you successfully price your first jobs. "Become a Handyman - A Quick Start Guide" will help you start your own successful and profitable handyman business.

Illustrator 5.5 for Macintosh Elaine Weinmann 1994 Teach yourself illustrator the quick and easy way! The Visual QuickStart Guide uses pictures rather than lengthy explanations. You'll be up and running in no time!

FranklinCovey Style Guide for Business and Technical Communication

Stephen R. Covey 2012 Author's credits taken from front cover and p. ix.

The Project Manager's Guide to Making Successful Decisions

Robert A. Powell PhD 2008-12 Make Better Decisions While Managing Projects! Decision-making is critical in project management. Lack of decision-making knowledge, avoidable mistakes, and improper definitions can negatively impact your company's ability to generate profit. The Project Manager's Guide to Making Successful Decisions is a practical handbook that focuses on the significance of project decision-making skills that will all you to reach workable and effective results. This valuable resource highlights numerous decisions necessary to support the project management life cycle, presents various techniques that facilitate the decision-making process, provides an overview of decision analysis as it relates to project management, and much more! + Understand different types of decision-making processes and cycles + Recognize how to frame the decision and gather better information + Define alternatives and assessments to make the right decision + Analyze short case studies demonstrating project decision making success

The Essential Guide to Workplace Investigations Lisa Guerin 2022-07-04

Learn how to conduct a full and fair workplace investigation Workplace complaints carry serious legal and financial risks to a company, so it's essential to act fast when you receive an employee complaint. But an ineffective or poorly handled investigation can land your company in even more trouble than not performing one at all. It's more important than ever to ensure your investigation is complete, impartial, and timely. The Essential Guide to Workplace Investigations shows you how to legally and successfully investigate and resolve any type of complaint or problem. It covers common issues such as harassment, discrimination, violence, drug and alcohol use, and employee theft. This edition has updated sections on sexual orientation and gender identity discrimination and handling problems in the remote workplace. The book guides you through each step of an effective investigation, including • deciding whether to investigate • planning an investigation • interviewing witnesses • gathering and evaluating evidence • documenting the investigation • and more. With Downloadable Forms You can download all the forms you need, including sample policies, checklists, templates, and resources at Nolo.

Marketing Your Consulting Services Elaine Biech 2003-09-22

Java in a Nutshell David Flanagan 2005-03-15 With more than 700,000 copies sold to date, Java in a Nutshell from O'Reilly is clearly the favorite resource amongst the legion of developers and programmers using Java technology. And now, with the release of the 5.0 version of Java, O'Reilly has given the book that defined the "in a Nutshell" category another impressive tune-up. In this latest revision, readers will find Java in a Nutshell, 5th Edition, does more than just cover the extensive changes implicit in 5.0, the newest version of Java. It's undergone a complete makeover--in scope, size, and type of coverage--in order to more closely meet the needs of the modern Java programmer. To wit, Java in a Nutshell, 5th Edition now places less emphasis on coming to Java from C and C++, and adds more discussion on tools and frameworks. It also

offers new code examples to illustrate the working of APIs, and, of course, extensive coverage of Java 5.0. But faithful readers take comfort: it still hasn't lost any of its core elements that made it such a classic to begin with. This handy reference gets right to the heart of the program with an accelerated introduction to the Javaprogramming language and its key APIs--ideal for developers wishing to start writing code right away. And, as was the case in previous editions, Java in a Nutshell, 5th Edition is once again chock-full of poignant tips, techniques, examples, and practical advice. For as long as Java has existed, Java in a Nutshell has helped developers maximize the capabilities of the program's newest versions. And this latest edition is no different.

The Writers Directory 2013

Learn Vue.js: The Collection James Hibbard 2019-06-06 Since its release in 2014, Vue.js has seen a meteoric rise to popularity and is now considered one of the primary front-end frameworks, and not without good reason. Its component-based architecture was designed to be flexible and easy to adopt, making it just as easy to integrate into projects and use alongside non-Vue code as it is to build complex client-side applications. This is a collection of three books covering crucial Vue topics. It contains: Working with Vue.js 11 Practical Vue.js Projects Vue.js: Tools & Skills

InfoWorld 1992-06-15 InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

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Redux Quick Start Guide James Lee 2019-02-28 Integrate Redux with React and other front-end JavaScript frameworks efficiently and manage application states effectively Key Features Get better at building web applications with state management using Redux Learn the fundamentals of Redux to structure your app more efficiently This guide will teach you develop complex apps that would be easier to maintain Book Description Starting with a detailed overview of Redux, we will follow the test-driven development (TDD) approach to develop single-page applications. We will set up JEST for testing and use JEST to test React, Redux, Redux-Sage, Reducers, and other components. We will then add important middleware and set up immutableJS in our application. We will use common data structures such as Map, List, Set, and OrderedList from the immutableJS framework. We will then add user interfaces using ReactJS, Redux-Form, and Ant Design. We will explore the use of react-router-dom and its functions. We will create a list of routes that we will need in order to create our application, and explore routing on the server side and create the required routes for our application. We will then debug our application and integrate Redux Dev tools. We will then set up our API server and create the API required for our application. We will dive into a modern approach to structuring our server site components in terms of Model, Controller, Helper functions, and utilities functions. We will explore the use of NodeJS with Express to build the REST API components. Finally, we will venture into the possibilities of extending the application for further research, including deployment and optimization. What you will learn Follow the test-driven development (TDD) approach to develop a single-page application Add important middleware, such as Redux store middleware, redux-saga middleware, and language middleware, to your application Understand how to use immutableJS in your application Build interactive components using ReactJS Configure react-router-redux and explore the differences between react-router-dom and react-router-redux Use Redux Dev tools to debug your application Set up our API server and create the API required for our application Who this book is for This book is meant for JavaScript developers interesting in learning state management and building easy to maintain web applications.

Astronomy: Your Quick Start Guide Melvin Campas 2015-12-11 Have you ever finally just gave in to the temptation and read your horoscope in the newspaper on Sunday morning? Sure, we all have. For most of us, it's a curiosity, an amusement to see what they say our day will be like based on the sign of the zodiac that we were born under. Sometimes we forget that this little diversion is actually part of an ancient science called astrology that has had a powerful effect on many cultures dating back to centuries before Christ. Discover everything you need to know by grabbing a copy of this ebook today.

Handbook of Research on Multidisciplinary Perspectives on Managerial and Leadership Psychology Johnson, Rick D. 2021-01-22 The subject of leadership and managerial psychology exists as a sub-branch of psychology within the fields of industrial and organizational psychology. There still appears to be ongoing debate regarding the core

pathology for gaining managerial expertise in professional roles relative to having suitable leadership skills and managerial knowledge beyond the direct daily work involved in organizations. Professional organizations inherently include varied levels of sensitive human interactions, which further necessitates their management professionals to have leadership styles that are adjustable contingent on a given situation. Relative to this edited book, managerial psychology is being utilized in a way that may subsequently seek to develop a series of scientific theory principles where the focus is to develop managerial axioms that advance contemporary existing knowledge surrounding professional management logic. The Handbook of Research on Multidisciplinary Perspectives on Managerial and Leadership Psychology provides value uncovered by a collaboration of generalists and specialists who bring professional managerial and leadership opinions to light through narratives and research inclusive of fundamental theory principles that can be applied in practice and academia. This edited reference is focused on the enhancement of management research through managerial psychology while highlighting topics including business process knowledge, management in diverse discipline situations and professions, corporate leadership responsibility, leadership of self and others, and leadership psychology in a variety of different fields of work. This book is ideally designed for leadership and management professionals, academicians, students, and researchers in the fields of knowledge management, administrative sciences and management, leadership development, education, and organization development sub-branches or specialty practices.

Bibliographic Guide to Refrigeration 1965-1968 Yong Zhou 2013-10-22 Bibliographic Guide to Refrigeration 1965-1968 is a bibliographic guide to all the documents abstracted in the International Institute of Refrigeration Bulletin during the period 1965-1968. The references include nearly 7,000 reports, articles, and communications, classified according to subjects, and followed by a listing of books. This book is divided into 10 parts and begins with a listing of references on thermodynamics, heat transfer, and other basic physical phenomena relating to refrigeration, including desiccation and measurements of temperature, humidity, and pressure. The next sections are devoted to the physics of low temperatures and cryogenics; production and distribution of cold; refrigerating plants (mainly in the food domain); and refrigerated transport and packaging. Other references deal with air conditioning and heat pumps; and industrial, biological, medical, and agricultural applications of refrigeration. The final section focuses on standards and regulations, economics and statistics, and education and trade activities in the refrigeration industry. This guide is intended to assist researchers, engineers, manufacturers, and operators who are in either constant or occasional contact with the refrigeration domain.

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Attack Your Expenses: The Personal Finance Quick Start Guide to Save Money, Lower Expenses and Lower the Bar to Financial Freedom Scott McDowell How to live on less without limiting your life According to a recent Pew study, 46% of Americans spend more money than they earn each month. Hopefully, you're not part of the 46%, but even if you are, you can still fix your spending and get your finances back on track. With some out-of-the-box thinking, simple lifestyle changes, and a thoughtful evaluation of your spending, you can have enough left over to save and invest. In Attack Your Expenses, here is just a fraction of what you will discover: The 4 spinning plates of personal finance that you need to balance, and how each will bring you closer to financial freedom The main expenses you should focus on reducing to make a significant impact on your cost of living A unique living arrangement that, in some cases, will have you being paid to live in someone else's house How you can better food while cutting down on your grocery bills at the same time How sharing with others can pay off for you, not just socially, but also mentally and financially The inaccurate beliefs about money that could be keeping you from building significant wealth Extreme examples of creative frugality that show you just what's possible when it comes to saving money And much more. If you're serious about securing your financial future without sacrificing, you are in the right place.

QuarkXPress 3.3 for Macintosh Elaine Weinmann 1994 Numerous special tips placed throughout the book are designed to help beginners avoid potential problems. Contains 400 screen dumps and graphics, and a new eight-page appendix containing changes specific to Version 3.3.

Retirement Planning QuickStart Guide Ted Snow 2021-03-15 THE ULTIMATE BEGINNER'S GUIDE TO TAKING CONTROL OF YOUR FINANCES AND PREPARING FOR RETIREMENT INCLUDES LIFETIME ACCESS TO

ONLINE INVESTMENT COURSE RESOURCES AND OTHER ESSENTIAL RETIREMENT PLANNING DIGITAL ASSETS Planning for retirement is the biggest financial commitment of your life. Are you prepared? The future is often filled with fear and uncertainty. Fortunately, your retirement doesn't have to be. Managing your finances, preparing to transition out of the workforce, and ensuring that your money is working as hard as possible to make your golden years sparkle can be overwhelming. Best-selling author and finance industry veteran Ted D. Snow, CFP®, MBA, knows how to prepare for retirement no matter what stage of planning his clients are in. Retirement Planning QuickStart Guide cuts through the chatter to help orient you on your journey to retirement. With financially sound money management strategies, practical tips, and a thorough look at with it takes to prepare for a retirement worth looking forward to Using the guidance and insight provided in this book, anyone, at any stage of their career, can find the answers they're looking for to prepare for a comfortable, satisfying, and financially secure retirement. Whether retirement is right around the corner or still decades over the horizon, you deserve a retirement that's a fitting reward to a lifetime of hard work. This book is your essential companion. Retirement Planning QuickStart Guide Is Perfect For: - People in their 20's, 30's, or 40's who know they have to start preparing for retirement but aren't exactly sure how yet. - People in their 50's, 60's, and beyond - yes even people who are past the retirement age will find value in this book! Anyone who is concerned that they aren't adequately prepared for the largest financial commitment of their lives! Retirement Planning QuickStart Guide Covers: - Everything you need to know to get a head start on retirement planning from financial planning to the fundamentals of saving for retirement - Retirement planning investment strategies, tactics, and techniques that set this book apart from other retirement planning books - Preparing for retirement at any age (no matter how close or far away retirement truly is) - Exactly how to retire from work and into life Retirement Planning QuickStart Guide Will Teach You: - Where and When to Start - How to Understand Your Unique Retirement Needs and Start Preparing Now - 401(k)s, Traditional IRAs, Roth IRAs, Health Savings Accounts, Mutual Funds, and Other Financial Instruments - Which Ones Are Right for You and How to Use Them to Best Effect - Accelerating Your Retirement Timeline - What to Do If You Don't Think You Have Enough Time (or Want to Retire Early!) - More Than Money - Going Beyond Financial Security for a Happy, Healthy, and Rewarding Life After Retirement - Fending Off Fraud, Estate Planning, Minimizing Your Tax Burden, Health Planning, Finding a Purpose After Work, and More! *LIFETIME ACCESS TO FREE SUBJECT MATTER DIGITAL ASSETS* - Access to comprehensive online investing courses to ensure your financial preparedness for retirement - A dynamic asset allocation tool to help you put your money to work for you - Life planning guide, a budgeting calculator, anti-fraud resources and more! *GIVING BACK* ClydeBank Media proudly supports One Tree Planted as a reforestation partner.

Maximising the Impact of Teaching Assistants in Primary Schools Rob

Webster 2021-05-17 Drawing on the lessons from one of the world's leading research and development efforts involving teaching assistants (TAs), this book is the authors' most authoritative text yet on how to design a whole school plan to improve TAs' deployment, practice and preparedness, and put it into action. The authors use robust theories and original research to explore an innovative and integrated approach to making the most of TAs, and recognising the valuable contributions they make to the classroom and the school. Structured around a unique and empirically sound conceptual framework, this book provides essential principles, practical tools and workable strategies, developed through collaboration with hundreds of UK schools. It focuses on ensuring TAs can thrive in their role, and presents the tools and techniques needed to do so accessibly, and is illustrated with case studies on school and classroom practices. Essential reading for all primary school leaders and SENCOs responsible for training and managing TAs, this book is also a useful resource for teachers and teaching assistants looking to optimise the TAs' contributions. Used in combination with The Teaching Assistant's Guide to Effective Interaction, Maximising the Impact of Teaching Assistants in Primary Schools is a comprehensive and unrivalled guide to supporting school workforce improvement.

Social Workers' Desk Reference Albert R. Roberts 2009 Following in the groundbreaking path of its predecessor, the second edition of the Social Workers' Desk Reference provides reliable and highly accessible information about effective services and treatment approaches across the full spectrum of social work practice. Succinct, illuminating chapters written by the field's most respected and experienced scholars and practitioners ensure that it will continue to be the sourcebook for all social workers. Social work practitioners and agency administrators are increasingly confronted with having to do more with less, and must make decisions and provide services as quickly as possible. The Social Workers' Desk Reference, Second Edition, builds on the landmark achievement of the first edition with thorough revisions and over 75 all-new chapters. Its outstanding wealth of well-tested knowledge, presented in a crisp, to-the-point manner, makes it an even more vital resource for time-pressed practitioners. Page after page offers an abundance of up-to-date information and key tools and resources such as practice guidelines, program evaluations, validated assessment scales, and step-by-step treatment plans necessary for success in today's managed-care environment. The growing importance of evidence-based practice in social work is reflected throughout the chapters, as well as by the inclusion of an entire section devoted to showing how to use evidence intelligently and efficaciously. The Social Workers' Desk Reference, Second Edition, speaks directly to the daily realities of social workers in private, non-profit, and public settings, whatever their expertise and in all areas of practice: assessment and diagnosis, ethics, risk assessment, program evaluation, and beyond. Case managers, clinical social workers, supervisors, and administrators alike who have come to rely on the previous volume will quickly find its successor just as indispensable.