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A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (BRAZILIAN PORTUGUESE) A People's Guide to Los Angeles National Park Adventure Guide (63 Park Edition) A Practical Guide to Racism Facilitator's Guide to Participatory Decision-Making The Leader's Guide to Unconscious Bias A History Lover's Guide to New York City National Geographic Field Guide to the Birds of Western North America The Manga Guide to Electricity The Essential Wild Food Survival Guide The Co-parenting Survival Guide The Project Manager's Guide to Mastering Agile Lonely Planet's Best in Travel 2020 Old Age Your DNA Guide - the Book Mosby's Guide to Physical Examination Vegan Pregnancy Survival Guide The Encyclopedia of Animals Quick Reference for Otolaryngology The Princeton Field Guide to Dinosaurs Botanical Drawing in Color Network+ Guide to Networks Collector's Guide AppleScript The Chicago Guide to Grammar, Usage, and Punctuation Pocket Guide To Interpersonal Neurobiology A Smart Girl's Guide The Energy of Money The Hitman's Guide to Housecleaning Neotropical Rainforest Mammals Weber's Ultimate Grilling A Modern Guide to Public Relations: Unveiling the Mystery of PR The Johns Hopkins Guide to

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This book documents 115 little-known sites in Los Angeles where struggles related to race, class, gender, sexuality, and the environment have occurred. They introduce us to people and events usually ignored by mainstream media and, in the process, create a fresh history of Los Angeles. With a strong patient-centered approach to care and an author team comprised of nurses and physicians, Seidel's Guide to Physical Examination, 8th Edition, addresses teaching and learning health assessment in nursing, medical, and a wide variety of other health-care programs, at both undergraduate and graduate levels. This new edition offers an increased focus on evidence-based practice and improved readability, along with integrated lifespan content and numerous special features

such as Clinical Pearls and Physical Variations, Functional Assessment, and Staying Well boxes. Evidence-Based Practice in Physical Examination boxes supply you with current data on the most effective techniques for delivering quality patient care. Clinical Pearls lend insights and clinical expertise to help you develop clinical judgment skills. Functional Assessment boxes present a more holistic approach to patient care that extends beyond the physical exam to patients' functional ability. Staying Well boxes focus you on patient wellness and health promotion. Risk Factor boxes provide opportunities for patient teaching or genetic testing for a variety of conditions. Differential diagnosis content offers you an understanding of how disease presentations vary and specific information for how to make diagnoses from similar abnormal findings. Abnormal Findings tables equip you with a quick, illustrated reference that allows for comparisons of various abnormalities along with key symptoms and underlying pathophysiology. Sample Documentation boxes clarify appropriate professional language for the process of recording patient assessment data. NEW! Advance Practice Skills highlighted throughout text makes identification and reference easier for students. NEW! Updated content throughout provides you with cutting-edge research and a strong evidence-based approach to care. NEW! Vital Signs and Pain Assessment Chapter groups important, foundational tasks together for easy reference

in one location. NEW! Improve readability ensures content remains clear, straightforward, and easy to understand. NEW! Updated illustrations and photographs enhances visual appeal and clarifies anatomic concepts and exam techniques. The process of designing lenses is both an art and a science. While advancements in the field over the past two centuries have done much to transform it from the former category to the latter, much of the lens design process remains encapsulated in the experience and knowledge of industry veterans. This Field Guide provides a working reference for practicing physicists, engineers, and scientists for deciphering the nuances of basic lens design. The book begins with an outline of the general process before delving into aberrations, basic lens design forms, and optimization. An entire section is devoted to techniques for improving lens performance. Sections on tolerancing, stray light, and optical systems are followed by an appendix covering related topics such as optical materials, nonimaging concepts, designing for sampled imaging, and ray tracing fundamentals. A step-by-step guide to digital painting in Photoshop that covers the fundamental aspects in an accessible and comprehensive fashion. Offers advice for building a co-parent partnership, allowing children to benefit from their own relationships with their parents, discussing communication, conflict resolution, discipline, special events, and new partners. A thorough immersion into the world of scientifically

accurate, three-dimensional, and artistically rendered natural botanical illustration. The step-by-step instructions in this invaluable guide, written by one of the nation's leading experts in the field, Wendy Hollender, will grow your artistic ability, whether you're just broaching this unique skill or are already an expert. Each lesson in the book increases in complexity to build your skill set in a clear, concise, and accessible way. With a focus on the natural world through the botanical life-cycle, each project is not only a technical study, but a beautiful piece of artwork in and of itself. In this book, you will learn:

- Single light source toning technique
- Principles of perspective for drawing flowers
- The fundamentals of plant anatomy
- Colored pencil techniques and color theory of the natural world

Completely up to date with the latest developments and practices from the field, West/Dean/Andrews' NETWORK+ GUIDE TO NETWORKS, 8th edition, thoroughly prepares readers for success on CompTIA's Network+ N10-007 certification exam--as well as an exciting career installing, configuring and troubleshooting computer networks. It is fully mapped to all objectives of the certification exam, including protocols, topologies, hardware, network design, security and troubleshooting. Virtualization-based projects give readers experience working with a wide variety of hardware, software, operating systems and device interactions, while On the Job stories, Applying Concepts activities, and

Hands-On and Capstone Projects help readers further explore chapter concepts. The book's emphasis on real-world problem solving provides the tools readers need to succeed in any computer networking environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. You don't have to learn everything about genetic genealogy before asking specific questions of your DNA! That's the premise of Diahn Southard's brand new book, Your DNA Guide - the Book, now available for pre-order at a special sale price. Your DNA Guide - the Book is like no other genetic genealogy book on the market. Instead of learning more-than-you-need-to-know in textbook style, you'll choose a specific DNA question to start exploring right away. You'll follow concrete step-by-step plans, learning important DNA concepts--in plain English--as you go. Do you want to learn who your 2X great grandmother is? Turn to page 23. Do you want to know how you are related to one of your DNA matches? Page 37. As you proceed, you check your progress and get new guidance based on your specific results at each stage. (Including troubleshooting, like when your matches just aren't responding or your great-grandparents turn out to be first cousins.) This powerful, hands-on approach is based on Diahn's 20 years of experience in the genetic genealogy industry and especially in the past five years, as she helps clients one-on-one make DNA discoveries. It became clear to her that

while each client's situation may be unique, there are patterns in how you can find solutions that you can apply yourself. Your DNA Guide - the Book is for anyone who has taken a DNA test or may want to. It helps genealogists reconstruct family trees. It helps adoptees identify biological relatives. It can help you identify a specific DNA match. In short, it helps anyone explore what their DNA--and their DNA matches--can tell them about their origins. An authoritative guide to natural childbirth and postpartum parenting options from an MD who home-birthed her own four children. Sarah Buckley might be called a third-wave natural birth advocate. A doctor and a mother, she approaches the question of how a woman and baby might have the most fulfilling birth experience with respect for the wisdom of both medical science and the human body. Using current medical and epidemiological research plus women's experiences (including her own), she demonstrates that what she calls "undisturbed birth" is almost always healthier and safer than high-technology approaches to birth. Her wise counsel on issues like breastfeeding and sleeping during postpartum helps extend the gentle birth experience into a gentle parenting relationship. New York is a city of superlatives. It has the largest population, greatest wealth, broadest diversity and most elegant museums in the nation. With that comes an amazing history. This tour of the Big Apple goes beyond the traditional guidebook to offer visitors and residents alike a

chance to walk back in time along the streets of Manhattan. George Washington took his first oath of office on the steps of Federal Hall. Visitors can still dine at the famed Fraunces Tavern and worship at historic St. Paul's Chapel. From the Brooklyn Bridge to stunning skyscrapers, the city celebrates its own history and that of the nation. Join author Alison Fortier as she traces the history and heritage of America's largest metropolis. Unleash the transformative power of face to face groups The third edition of this ground-breaking book continues to advance its mission to support groups to do their best thinking. It demonstrates that meetings can be much more than merely an occasion for solving a problem or creating a plan. Every well-facilitated meeting is also an opportunity to stretch and develop the perspectives of the individual members, thereby building the strength and capacity of the group as a whole. This fully updated edition of *The Facilitator's Guide to Participatory Decision-Making* guides readers through the struggle and the satisfaction of putting participatory values into practice, helping them to fulfill the promise of effective group decision-making. With previous editions already embraced by business and community leaders and consulting professionals around the world, this new book is even more insightful and easy to use. New for this edition: 60 pages of brand new skills and tools Many new case examples Major expansion and reorganization of the advanced sections of the book. New

chapter: Teaching A Group About Group Dynamics Doubled in size: Classic Facilitator Challenges. Substantially improved: Designing Realistic Agendas - now three chapters, with wise, insightful answers to the most vexing questions about meeting design. Discusses proper etiquette for different situations, including how to act when you're a host or a guest, table manners, and how to behave at family gatherings. Quotation Marks -- The Question Mark -- The Exclamation Mark -- The Period -- Brackets -- The Slash (Virgule) -- Bullets -- Ellipsis Dots -- Select Glossary -- Sources for Inset Quotations -- Select Bibliography -- Acknowledgments -- Word Index -- General Index -- Pronunciation Guide Full of data, charts, nutritional breakdowns, and a poisonous look-alike section, this guide discusses how to identify, gather, prepare, store, and enjoy an endlessly nutritious and renewable resource of wild, edible plants. The central concepts of the theory of interpersonal neurobiology. Many fields have explored the nature of mental life from psychology to psychiatry, literature to linguistics. Yet no common "framework" where each of these important perspectives can be honored and integrated with one another has been created in which a person seeking their collective wisdom can find answers to some basic questions, such as, What is the purpose of life? Why are we here? How do we know things, how are we conscious of ourselves? What is the mind? What makes a mind healthy or unwell?

And, perhaps most importantly: What is the connection among the mind, the brain, and our relationships with one another? Our mental lives are profoundly relational. The interactions we have with one another shape our mental world. Yet as any neuroscientist will tell you, the mind is shaped by the firing patterns in the brain. And so how can we reconcile this tension—that the mind is both embodied and relational? Interpersonal Neurobiology is a way of thinking across this apparent conceptual divide. This Pocket Guide to Interpersonal Neurobiology is designed to aid in your personal and professional application of the interpersonal neurobiology approach to developing a healthy mind, an integrated brain, and empathic relationships. It is also designed to assist you in seeing the intricate foundations of interpersonal neurobiology as you read other books in the Norton Series on Interpersonal Neurobiology. Praise for Daniel J. Siegel's books: "Siegel is a must-read author for anyone interested in the science of the mind." —Daniel Goleman, author of *Social Intelligence: The New Science of Human Relationships* "[S]tands out for its skillful weaving together of the interpersonal, the inner world, the latest science, and practical applications." —Jack Kornfield, PhD, founding teacher of the Insight Meditation Society and Spirit Rock Center, and author of *A Path With Heart* "Siegel has both a meticulous understanding of the roles of different parts of the brain and an intimate relationship with mindfulness . . . [A]n exciting

glimpse of an uncharted territory of neuroscience.” —Scientific American Mind “Dr. Daniel Siegel is one of the most thoughtful, eloquent, scientifically solid and reputable exponents of mind/body/brain integration in the world today.” —Jon Kabat-Zinn, PhD, author of *Wherever You Go, There You Are*, *Full Catastrophe Living*, and *Coming to Our Senses* This annual bestseller ranks the hottest countries, regions and cities for 2020, and reveals how well-planned, sustainable travel can be a force for good. Drawing on the knowledge and passion of Lonely Planet's staff, authors and online community, we present a year's worth of inspiration to take you out of the ordinary and into the unforgettable. A revolutionary program that can free your financial energy, increase your wealth, and help you achieve personal life goals “Money is congealed energy,” said Joseph Campbell. And releasing it releases life's possibilities. . . . Thousands of people worldwide have learned how to build a powerful new relationship with their money and bring their dreams to fruition through Dr. Maria Nemeth's dynamic workshops. Now you can, too. In *The Energy of Money*, Dr. Nemeth—who received an Audio Publishers Award for her *Sounds True* series on which this book is based—draws upon her more than twenty years' experience in synthesizing spiritual and practical techniques for managing yourself and your work. Combining a complete self-help and self-discovery regimen with proven methods of money management, this

powerhouse guide to prosperity presents twelve principles that will help you to • Uncover the hidden landscape of beliefs, patterns, and habits that underlie and sometimes subvert your everyday use of money and personal resources • Tame the dragons of driven behavior and busyholism • Defuse fears of deprivation and scarcity • Embrace and work through paradox and confusion • Consciously focus your money energy • Clear yourself to receive the energy and support of others and the universe • Develop and stay on your personal path to abundance Through easy-to-follow exercises and meditations, effective worksheets, and other interactive processes, Dr. Nemeth will guide you to financial success and help you manifest your special contribution to the world. Presents a survey of all animal groups, with diagrams, distribution maps, color photographs. and overviews of animal evolution, behavior, habitats, and adaptation. *The New Tequila* Tequila has come a long way since the days of salt, shot, lime, repeat. With tequila consumption on the rise, people are choosing tequila on more occasions, experimenting with new labels, and learning to appreciate the nuances of flavor. *TEQUILA* is an all-in-one reference for the top-shelf tequila connoisseur, with chapters on the history and lore of tequila, insight into how tequila is made, an exploration of the agave fields of Jalisco, and a drinker's guide to the four types of tequila: blanco, reposado, añejo, and extra añejo. James Beard Award—winning author and chef Joanne

Weir takes tequila beyond the margarita (although she opens the book with the very best margarita recipe) to a wide range of drink and food recipes. *TEQUILA* features more than 35 cocktails from her own repertoire, as well as contributions from some of the top tequila bartenders in the country, including classics like the Sangrita and La Batanga and novel variations like the Cable Car No. 2 and the Surly Temple. Weir also presents more than 20 tequila-infused sides, mains, and desserts, from Gazpacho with Drunken Prawns to Bay Scallop Ceviche to Tequilamisú. Join a new generation of aficionados for a celebration of the agave plant's most spirited and fiery creation, along with new and innovative ways to appreciate tequila. Learn how to become the perfect applicant for Physician Assistant school In *The Ultimate Guide to Getting into Physician Assistant School*, Andrew Rodican, a pioneer in PA school coaching, reveals everything you need to know to dramatically increase your chances of being accepted into the physician assistant school of your choice. Clear and concise, this book which has already helped thousands of applicants achieve success provides insights, information, and advice you won't find anywhere else - but, may well make the difference between acceptance and rejection of your application. Make-or-break advice on: • The qualities PA programs look for • How to set goals for getting into PA school • How to select a PA program that is a good fit • Tips on completing the CASPA application •

How to write a “killer” essay • How to ace the PA school interview • Financial aid • Websites that will help you become an educated PA applicant There is no better way to avoid the common pitfalls and mistakes that can prevent you from entering PA school than The Ultimate Guide to Getting into Physician Assistant School. Vanity Fair columnist Michael Kinsley escorts his fellow Boomers through the door marked "Exit." The notorious baby boomers—the largest age cohort in history—are approaching the end and starting to plan their final moves in the game of life. Now they are asking: What was that all about? Was it about acquiring things or changing the world? Was it about keeping all your marbles? Or is the only thing that counts after you're gone the reputation you leave behind? In this series of essays, Michael Kinsley uses his own battle with Parkinson's disease to unearth answers to questions we are all at some time forced to confront. "Sometimes," he writes, "I feel like a scout from my generation, sent out ahead to experience in my fifties what even the healthiest Boomers are going to experience in their sixties, seventies, or eighties." This surprisingly cheerful book is at once a fresh assessment of a generation and a frequently funny account of one man's journey toward the finish line. "The least misfortune can do to make up for itself is to be interesting," he writes. "Parkinson's disease has fulfilled that obligation." Neotropical Rainforest Mammals, the first color-illustrated field guide to these

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

best thing."--Washington Post Book World "A large amount of information is presented concisely and in a way that is easy to use."--Choice "The presentation and wealth of information contained in this field guide is outstanding and will satisfy the needs of both the 'tourist' and 'researcher' traveling to the Neotropics."--Canadian Field-Naturalist Rereko is just your average high-school girl from Electopia, the land of electricity, but she's totally failed her final electricity exam! Now she has to go to summer school on Earth. And this time, she has to pass. Luckily, her ever-patient tutor Hikaru is there to help. Join them in the pages of The Manga Guide to Electricity as Rereko examines everyday electrical devices like flashlights, heaters, and circuit breakers, and learns the meaning of abstract concepts like voltage, potential, current, resistance, conductivity, and electrostatic force. The real-world examples that you'll find in The Manga Guide to Electricity will teach you: -What electricity is, how it works, how it's created, and how it can be used -The relationship between voltage, current, and resistance (Ohm's law) -Key electrical concepts like inductance and capacitance -How complicated components like transformers, semiconductors, diodes, and transistors work -How electricity produces heat and the relationship between current and magnetic fields If thinking about how electricity works really fries your brain, let The Manga Guide to Electricity teach you all things electrical in a shockingly fun way. Many

different systems and traditions of magic, divination, spirituality, and esoteric religion exist, but at their core, they share the need for practitioners to safely and successfully experience the reality that lies beyond the physical senses. *Keys to Perception: A Practical Guide to Psychic Development* is a collection of proven and tested methods, rituals, and systems that will help you deepen and clarify your capacity to sense and understand the rich worlds beyond the veils of the ordinary. The material in this book derives from decades of work by the author and his students. Dominguez offers the reader practical techniques for increasing psychic aptitude and ability. Methods featured include chanting and working with crystals, chakras, oils, herbs, and potions, as well as a variation on the Middle-Pillar Ritual. "Buy all of Ivo Dominguez's books. Study them. Do the work. Ponder. Then return and study them some more." --T. Thorn Coyle, author of *Kissing the Limitless: Deep Magic and the Great Work of Transforming Yourself and the World*. "Keys to Perception is another masterful work by Ivo Dominguez, artfully blending deep metaphysical insight into the nature of psychic perception with clear and direct instructions and examples. Only someone with a long history of direct experience and an educated understanding of the phenomenon could write this book to both convey useful skills to beginners and provide new perspectives for seasoned psychics. Grounded and practical as well as flexible in approach. I

look forward to recommending this to students, friends, and peers alike." - Christopher Penczak, award winning author and co-founder of the Temple of Witchcraft When assassin Tomislav Bokšić, or Toxic, kills the wrong person in a botched assassination, he flees to Iceland and is forced to come to terms with his bloody past and reevaluate his future in a country with no tradition of contract killing. A timely, must-have guide to understanding and overcoming bias in the workplace, from the experts at FranklinCovey. Unconscious bias affects everyone. It can look like the disappointment of an HR professional when a candidate for a new position asks about maternity leave. It can look like preferring the application of an Ivy League graduate over one from a state school. It can look like assuming a man is more entitled to speak in a meeting than his female junior colleague. Ideal for every manager who wants to understand and move past their own preconceived ideas, *The Leader's Guide to Unconscious Bias* explains that bias is the result of mental shortcuts, our likes and dislikes, and is a natural part of the human condition. And what we assume about each other and how we interact with one another has vast effects on our organizational success—especially in the workplace. Teaching you how to overcome unconscious bias, this book provides more than thirty unique tools, such as a prep worksheet and a list of ways to reframe your unconscious thoughts. According to the experts at FranklinCovey, your

workplace can achieve its highest performance rate once you start to overcome your biases and allow your employees to be whole people. By recognizing bias, emphasizing empathy and curiosity, and making true understanding a priority in the workplace, we can unlock the potential of every person we encounter. *Print+CourseSmart* A birding guidebook provides identification tips, information on behavior and nesting, six hundred locator and range maps, and new plumage and species classification data on over 750 North American birds found west of the Rocky Mountains. Mac users everywhere—even those who know nothing about programming—are discovering the value of the latest version of AppleScript, Apple's vastly improved scripting language for Mac OS X Tiger. And with this new edition of the top-selling *AppleScript: The Definitive Guide*, anyone, regardless of your level of experience, can learn to use AppleScript to make your Mac time more efficient and more enjoyable by automating repetitive tasks, customizing applications, and even controlling complex workflows. Fully revised and updated—and with more and better examples than ever—*AppleScript: The Definitive Guide, 2nd Edition* explores AppleScript 1.10 from the ground up. You will learn how AppleScript works and how to use it in a variety of contexts: in everyday scripts to process automation, in CGI scripts for developing applications in Cocoa, or in combination with other scripting languages like Perl and Ruby. AppleScript has shipped with

every Mac since System 7 in 1991, and its ease of use and English-friendly dialect are highly appealing to most Mac fans. Novices, developers, and everyone in between who wants to know how, where, and why to use AppleScript will find *AppleScript: The Definitive Guide, 2nd Edition* to be the most complete source on the subject available. It's as perfect for beginners who want to write their first script as it is for experienced users who need a definitive reference close at hand.

*AppleScript: The Definitive Guide, 2nd Edition* begins with a relevant and useful AppleScript overview and then gets quickly to the language itself; when you have a good handle on that, you get to see AppleScript in action, and learn how to put it into action for you. An entirely new chapter shows developers how to make your Mac applications scriptable, and how to give them that Mac OS X look and feel with AppleScript Studio. Thorough appendixes deliver additional tools and resources you won't find anywhere else. Reviewed and approved by Apple, this indispensable guide carries the ADC (Apple Developer Connection) logo. The most highly instructive and visually engaging grilling book on the market, from the experts at Weber, with more than 100 all-new recipes and over 800 photos Streamline project workflow with expert agile implementation The Project Management Profession is beginning to go through rapid and profound transformation due to the widespread adoption of agile methodologies. Those changes are likely to

dramatically change the role of project managers in many environments as we have known them and raise the bar for the entire project management profession; however, we are in the early stages of that transformation and there is a lot of confusion about the impact it has on project managers: There are many stereotypes and misconceptions that exist about both Agile and traditional plan-driven project management, Agile and traditional project management principles and practices are treated as separate and independent domains of knowledge with little or no integration between the two and sometimes seen as in conflict with each other Agile and "Waterfall" are thought of as two binary, mutually-exclusive choices and companies sometimes try to force-fit their business and projects to one of those extremes when the right solution is to fit the approach to the project It's no wonder that many Project Managers might be confused by all of this! This book will help project managers unravel a lot of the confusion that exists; develop a totally new perspective to see Agile and traditional plan-driven project management principles and practices in a new light as complementary to each other rather than competitive; and learn to develop an adaptive approach to blend those principles and practices together in the right proportions to fit any situation. There are many books on Agile and many books on traditional project management but what's very unique about this book is that it takes an objective approach to

help you understand the strengths and weaknesses of both of those areas to see how they can work synergistically to improve project outcomes in any project. The book includes discussion topics, real world case studies, and sample enterprise-level agile frameworks that facilitate hands-on learning as well as an in-depth discussion of the principles behind both Agile and traditional plan-driven project management practices to provide a more thorough level of understanding. Learn the essential skills of psychological first aid from the expert who created the Johns Hopkins RAPID PFA method. Psychological first aid, or PFA, is designed to mitigate the effects of acute stress and trauma and assist those in crisis to cope effectively with adversity. PFA is designed to be applied in emergencies, including disasters and terrorist attacks. In this essential guide, George S. Everly, Jr., developer of the Johns Hopkins RAPID PFA method, and Jeffrey M. Lating, his collaborator in its implementation, describe the principles and practices underpinning this psychological model in an easy-to-follow, prescriptive, and practical manner. They explain the history of PFA and persuasively demonstrate its powerful versatility. Mental health practitioners can apply PFA in all settings. It can also be used as a public-health tool to address mental health needs following critical incidents and as a means for building community resilience. Aimed at mental health practitioners, all first responders, and global health disaster teams



such as Médecins Sans Frontières and the World Health Organization, The Johns Hopkins Guide to Psychological First Aid is the first book to thoroughly explain RAPID PFA. RAPID, a unique theoretically grounded and evidence-based PFA method, follows a set of easily understood principles. In each chapter, Everly and Lating provide a step-by-step approach and include a key point summary to emphasize essential elements. A unifying case exemplifies each phase of the RAPID PFA model in an ongoing dialogue that presents ideal PFA responses, examples of common mistakes, and various outcomes. In addition to their counseling experience in Kuwait after the Gulf War and in New York City after the September 11 attacks, the authors have traveled nationally and internationally to teach the RAPID PFA method in numerous public health, fire, police, military, and faith-based settings. Beneficial to those with little or no previous mental health training, this book is an essential tool for people who want to learn, to practice, or to retain their ability to use psychological first aid effectively. Succeed as a project manager, even if you've never run a project before! This book is the fastest way to master every project management task, from upfront budgeting and scheduling through execution, managing teams through closing projects, and learning from experience. Updated with more insights from the front lines, including agile approaches, dealing with security and privacy priorities, and leading remote/virtual teams, along with the

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

"critical chain" project management \* Gain key insights that will accelerate your learning curve \* Know how to respond to real-life situations, not just what they teach you in school The Evolution-and Loss-of Avian Flight -- Dinosaur Safari -- If Dinosaurs Had Survived -- Dinosaur Conservation -- Where Dinosaurs Are Found -- Using the Group and Species Descriptions -- Group and Species Accounts -- Dinosaurs -- Theropods -- Sauropodomorphs -- Ornithischians -- Additional Reading -- Index: Dinosaur Taxa -- Formations Welcome to this fun, informative, and totally comprehensive reference manual. This pocket guide gives readers quick answers to their most pressing pregnancy problems-from straight-forward nutrition information and strategies for maximizing meal plans, to tips on choosing cruelty-free antacids (by brand name) and advice on how to throw a vegan baby shower. Written in an upbeat and casual tone, reading the Vegan Pregnancy Survival Guide is like having an awesome conversation with a super-supportive and super positive girlfriend who happens to know a ton about vegan nutrition and pregnancy. The Collector's Guide strives to be a trusted partner in the business of art by being the most knowledgeable, helpful and friendly resource to New Mexico's artists, art galleries, museums and art service providers. Through a printed guidebook, the World Wide Web and weekly radio programs, we serve art collectors and others seeking information about the art and culture of New Mexico. "Read it

with someone you hate." —Jon Stewart A hilarious look at the races of the world—capturing the proud history and bright future of racism in one handy, authoritative, and deeply offensive volume. Whether you're laughing, cringing, or some combination of the two, A Practical Guide to Racism is sure to entertain. According to C. H. Dalton, a professor of racist studies and an expert on inferior people of all ethnicities, genders, religions, and sexual preferences, everyone should be hated. A Practical Guide to Racism takes a satirical look at long-standing stereotypes and draws them out to their mad and illogical conclusions. At its core, this deeply sarcastic body of evidence suggests that, by the standards of racism, every race is terrible in its own right. A Practical Guide to Racism contains sparkling bits of wisdom on such subjects as:

The good life enjoyed by blacks, who shuffle through life unhindered by the white man's burdens, to become accomplished athletes, rhyme smiths, and dominoes champions · A close look at the bizarre, sweet-smelling race known as women, who are not very good at anything - especially ruling the free world · The sad story of the industrious, intelligent Jews, whose entire reputation is sullied by their taste for the blood of Christian babies · A crucial manual to Arabs, a people so sensitive they are liable to blow up at any time. Literally. PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK®

Guide &- Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI Standards+™ for information and standards application content based on project type, development approach, and industry sector.

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