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**New Managers  
Quick Guide To  
Staff Appraisal  
Performance Review  
New Managers**

# Where To Download New Managers Quick Guide To Staff **Toolbox** Appraisal Performance Review

To meet the challenges of today and needs of tomorrow, businesses have to be agile, adaptable, and innovative.  
Adobe Experience Manager

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Appraisal Performance Review  
(formerly CQ) allows  
New Managers Toolbox  
organizations to create a  
compelling online experience  
across digital channels—web,  
mobile, email, video, and  
social media—to build their  
brand, drive revenue, and

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extend their reach. This quick look-up guide by Adobe Experience Manager expert Shane Closser uses clear, concise explanations and an easy-to-use format to help you jump in and quickly start

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organizing and managing the  
New Managers Toolbox  
delivery of your creative assets  
and other content. The Quick  
Reference Guide series  
focuses on enabling non-  
technical business users to  
perform the tasks they need to

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succeed in their job. This includes procedures for approving content, handy shortcuts, and helping to advise technical teams on the design of content infrastructure. You'll learn the

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quickest way to:

- Organize, find, and share assets
- Take control of metadata and tagging
- Manage multilingual content
- Take advantage of flexible workflows
- Tap into social communities

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PMBOK® Guide is the go-to  
New Managers Toolbox  
resource for project  
management practitioners.  
The project management  
profession has significantly  
evolved due to emerging  
technology, new approaches



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and rapid market changes.  
Reflecting this evolution, The  
Standard for Project  
Management enumerates 12  
principles of project  
management and the  
PMBOK® Guide – Seventh

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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

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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

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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

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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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Contains fundamental principles and "tested-in-the-trenches" techniques for managing projects in any type of organization. The authors break project management down into twenty-two

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chronological steps.

New Managers Toolbox  
Extensively revised and  
updated, this Fourth Edition  
examines the role of  
integration in project planning,  
risk-and-issues management,  
virtual teams, new theories,

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project management offices,  
and more.

This is Part 4 of a series of  
quick learning guides for  
Oracle designers, developers  
and managers including  
database administrators. Part



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4 introduces early entrants with basic Oracle skills to the main concepts of Oracle data security and user privilege management and administration. The guide includes details of how to

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create and how to manage  
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users and their database  
object and system access and  
rights. The guide also provides  
a basis for understanding  
different database security  
strategies such as role-based

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security, virtual private  
databases and procedure-  
based security. Part 4 contains  
a glossary of Oracle  
terminology related to  
database security and user  
privilege administration with

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clear explanations of the terms used. These guides are designed to rapidly deliver key information about Oracle to the following audience groups: Oracle Project and System Managers, Analysts, Oracle

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Software Designers and  
Developers and Database  
Administrators.

A Step-by-Step Quick Guide for  
Managers, Supervisors, and  
New Training Professionals  
A Systematic Step-by-Step

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Approach  
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A Short Guide to Jaipur ...  
Introduction to Environmental  
Management  
A Psychological Understanding  
of Innovation  
The Quick Guide to Classroom

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Management  
The Quick Guide to the Four

Temperaments and Sales takes sales to a new level! Traditional sales focus on "low-hanging fruit" with a goal of making enough contacts and then hope for some success. In the early 1990s, an ability to focus in on demographics

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**improved the specificity of sales pursuits. Now Groundbreaking Sales™ takes this process one step further: down to the roots, the core needs of your clients and potential clients. Address these and your success is likely to improve significantly. In order to achieve success in sales, you**



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**must understand your clients and yourself. This text introduces the concept of temperament theory and then shows you how to use it to improve your sales. You'll learn tips to improve how you relate to everyone from clients to coworkers and even how to coordinate your sales team more**

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**effectively. The result? More sales (both short term and long term) and a stronger bottom line!**

**With increasing numbers of dental patients being elderly or having medical conditions, it is important for the dentist to understand how these conditions may impact dental**

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**treatment. The Dentist's Quick Guide to  
Medical Conditions presents the  
relevant information dentists  
need—symptoms, diagnostic tests,  
medications prescribed, and dental  
management—for each disease and  
condition. Chapters will focus on each  
major bodily system, including**

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**respiratory, cardiovascular,  
hematologic, endocrine,  
gastrointestinal, immune, nervous,  
reproductive, and urinary, as well as  
chapters on the liver, kidneys, skin, and  
psychological conditions. Appendices  
list guidelines for antibiotic  
prophylaxis, additional conditions**

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**requiring antibiotics, and a quick list of  
diagnostic tests.**

**Updated to provide coverage of present-day concerns in such areas as the economy, the job market and technological advances, an expanded second edition also includes revised sections on FMLA, health-insurance**

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changes and the latest compensation  
laws.

**Are you eager to climb the corporate ladder? Did you just land the role of a manager? Are you excited to transition into this role without any hassles? Are you feeling a little nervous, overwhelmed, and unsure of yourself in**

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**your new management position? Do you want to improve your existing skill sets and become an excellent manager? If yes, then this is the perfect book for you. One professional transition that stands out and is vital to your career is shifting from playing the role of an individual contributor to becoming a**

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**manager. There are a lot of things that  
new managers need to learn apart from  
leading others. You need to work on  
yourself, win your team members' trust  
and respect, become a motivator for  
them, and find the right balance  
between the delegation of  
responsibilities and maintaining**



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**control. Becoming the manager is the first step in this process. You work hard, dedicate long hours, and give up your weekends to earn a promotion. When you become the manager, you are thrilled, but this new job comes with additional responsibilities and incredibly high expectations that**

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**require you to work very long hours.**

**This new role you will be playing is quite different from any other you may have had before, which can be a source of extreme stress, demotivation, and lead to self-doubt. So, if you want to become a great manager, the first step is to arm yourself with all the**

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**information you need about this role. In this book, you will:**

- Discover the many styles of management and how to select the ideal one for you.
- Learn the different attributes of being a good manager.
- Find out how to build trust and confidence with your employees.
- Understand how to easily transition into

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**the new role as manager. ● Get advice on how to understand and improve your organizational culture. ● Discover secrets to effective communication. ● Find detailed and easy tips on how to become an effective coach for your team. ● Learn how to delegate responsibilities and be a good mentor. ●**

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**Explore how to deal with resistance and manage change. ● Uncover tips on how to socialize with your team and how to perform team-building activities. ● Master the art of hiring, interviewing, and disciplining employees. ● Get advice on how to manage employee conflicts, different personalities, and**

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how to create a high-performance team.

● Explore helpful tips on how to cope with stress. ● And so much more... Do any of these resonate with you? Do you want to become an amazing manager? If yes, then there is no time like the present to get started. The first step toward reaching your goal is to click the

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**Buy Now button and get your copy of  
this book today!**

**An Introduction to the Groundbreaking  
Sales Methods**

**A Manager's Guide to Coaching  
The Manager's Path**

**An Essential Guide for Managers,  
Human Resources Professionals, and**

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Small Business Owners  
Quick Guide to Impact of COVID 19 on  
Financial Reporting, 1e  
A Quick Guide to the Gender  
Management System  
Health and safety issues now impose  
upon almost every part of business life.  
The system of enforcement is managed



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and implemented in the UK by The  
Health and Safety Executive (HSE) –  
but at times it can be difficult to know  
exactly which bits of this elaborate  
spider's web should be applied in a  
given instance, and which are most  
important. This Quick Guide puts the  
subject into context, providing a

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**rational overview and a valid starting point to applying health and safety in the workplace, and offers a concise and readily accessible interpretation of what health and safety legislation means in practice. Puts health and safety in to context Provides a rational overview and starting point to applying health**

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and safety in the workplace Offers a  
New Managers Toolbox  
concise interpretation of health and  
safety legislation in practice  
Mikil Taylor presents first-time  
managers with a how-to guide for  
adjusting to their new leadership roles  
so they can become successful managers  
without learning exclusively from

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**mistakes. Few managers are adequately prepared and trained, which has a severely negative effect on the newly-promoted manager, their team, and the quality of the team's work. After reading this book, new managers will be able to successfully run their new teams without falling flat on their faces.**

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**As individuals, we are each complex and adaptable, and one's behavior may not reflect natural preferences but rather the demands of the situation and the ways one has developed. This Quick Guide to the 16 Personality Types and Teams is a booklet for those who want to maximize the performance of their**

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**team through a better understanding of the interrelated influences on team dynamics and team success. It is written to help create a multidimensional awareness of one's contributions to a team and to give readers the tools to understand the talents, contributions, and perspectives of others. This booklet**

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**describes the sixteen personality types within each of the Team Essentials, including how they are likely to behave on a team, and offers suggestions for forging relationships and communicating effectively with each type. Worksheets are provided to help your team apply the basics of effective**

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teamwork - **Team Essentials. Mapping  
the Team worksheets are provided to  
view team diversity using four different  
models: Type Preferences,  
Temperament, Interaction Styles, and  
Cognitive Dynamics. The booklet  
includes a comprehensive case study for  
each model, using an example of a**



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project team to help teams get started. -  
Publisher.

**Women are now leading companies and other enterprises in significant numbers—in developing countries as well as the Western world. This set examines the specific ways in which entrepreneurial women create success**

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**and considers how the growing prevalence of female entrepreneurs will change the world. • Presents ideas and information contributed by highly respected leaders, authors, thinkers, and entrepreneurs in the field • Offers findings from studies on women entrepreneurs around the world that**

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**readers will be able to apply to their own businesses • Provides examples of how successful women entrepreneurs develop marketing plans and promote themselves and their businesses effectively • Documents how women demonstrate a more networked leadership style that has elements of**

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**altruism and connection to the  
community rather than strictly using  
wealth creation as a motivation for  
success**

**New Management and Leadership  
Models [2 volumes]**

**A Step-by-Step Approach with Practical  
Examples**

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**Entrepreneurial Women: New  
Management and Leadership Models [2  
volumes]**

**Quick Guide to the Four Temperaments  
and Sales**

**A Manager's Quick-Guide To Mindful  
Management**

**A Guide to the Toughest Journey You'll**

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**Ever Take**

Nurses are already nurse  
managers. They must manage  
patient caseloads and care plans as  
well as supervise aides,  
technicians, and other care  
providers. But moving from this  
type of organic management to a

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defined nurse manager role is not a natural progression. Nurse managers must command a vast, diverse, and robust skill set, and those skills must first be defined, explained, and operationalized for success. In an environment that offers new managers little support,

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where do they turn? The Nurse  
Manager 's Survival Guide (4th  
Ed.) provides an overview of a  
nurse manager 's major roles and  
responsibilities—all the  
fundamentals needed for success  
in one easy-to-use, consolidated,  
practical reference. From tips on



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building the right team to  
budgeting basics, time-  
management tools, and advice on  
taking care of one ' s self (and their  
team), author Tina Marrelli  
supplies the resources nurse  
managers need to excel in day-to-  
day operations.

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This is the much anticipated Third Edition of the original award-winning volume. Fully indexed and updated, this edition covers the same topics as the First and Second editions but with new information for 2021 onwards. The book begins by examining key

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mistakes teachers make in the 'direct realm' - i.e. when interacting face-to-face with students. These first three chapters cover rapport-building, active-engagement and behavior management as it applies in a high-school setting. Following this, the

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book expansively covers a range of tips, techniques and tools to engage advanced, exam-level learners and to effectively enhance the teaching process via the use of technology. The book concludes with an often overlooked sphere of teaching: how to work effectively

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with colleagues and parents (very powerful when strategized correctly). Bonus material on the unique challenges of teaching overseas is provided in a plenary chapter. This edition of the book has been exhaustively proofread and indexed, and is of a much-

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higher quality than can be  
attributed to the First and Second  
editions.

Managing people is difficult  
wherever you work. But in the  
tech industry, where management  
is also a technical discipline, the  
learning curve can be

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brutal—especially when there are few tools, texts, and frameworks to help you. In this practical guide, author Camille Fournier (tech lead turned CTO) takes you through each stage in the journey from engineer to technical manager. From mentoring interns to working

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with senior staff, you ' ll get actionable advice for approaching various obstacles in your path.

This book is ideal whether you ' re a new manager, a mentor, or a more experienced leader looking for fresh advice. Pick up this book and learn how to become a better



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manager and leader in your  
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organization. Begin by exploring  
what you expect from a manager  
Understand what it takes to be a  
good mentor, and a good tech lead  
Learn how to manage individual  
members while remaining focused  
on the entire team Understand how

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to manage yourself and avoid  
common pitfalls that challenge  
many leaders Manage multiple  
teams and learn how to manage  
managers Learn how to build and  
bootstrap a unifying culture in  
teams

Many organisations have spent

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small fortunes to set up risk processes and supporting tools which then fail to deliver the expected value. This is because rational processes don't work well when trying to get groups of people to agree what is risky, why and what to do about it. If you

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need to make sound decisions in important but risky situations; work with groups to identify, prioritise and respond to risks, deliver value and, along the way, ensure the credibility of the process and the resilience of your organisation, A Short Guide to

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Facilitating Risk Management is for you. It sets out a very practical approach to how the risk management process can deliver value through effective facilitation. It brings together Ruth Murray-Webster's expertise in the human aspects of risk and risk attitude

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experience of the facilitation of project workshops to cover five main areas: avoiding pitfalls - how to make sure you are better prepared, better able to use your knowledge with groups and better able to avoid unsupported or

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skewed results; an understanding of risk management - to refresh your own knowledge and provide the basis for knowledge and ideas you can share with your group(s); understanding your role - whether you are a full-time facilitator or a line manager with the need to

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improve risk management, you'll learn the skills you need and gain an understanding of how best to develop them; tried and tested tips for each step of the risk management process - proven practices showing how you can use the right mix of workshops,



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small groups and individual work to keep people engaged and get results; running risk workshops - the whole area of making workshops work. This book is illustrated with practical examples from the authors' experience and their findings from interviews and

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surveys to help you get the best from your groups when they're working together, both face-to-face and virtually.

A Quick Guide to Health and Safety

The Ultimate Guide for First Time Managers

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THE NURSE MANAGER 'S  
SURVIVAL GUIDE, 4TH EDITION  
Quick Guide to the Four  
Temperaments and Creativity  
The Beginner's Guide to Managing  
Oracle Quick Guides Part 4 -  
Oracle Administration: Security  
and Privilege

# Where To Download New Managers Quick Guide To Staff Appraisal Performance Review The Elements of Agile and Scrum in a Nutshell

Whether you're new to  
agile software development  
or considering Scrum for  
general project  
management, Scrum Basics

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compiles all of the  
essentials into one handy  
little guide. Learn how  
agile teams use Scrum,  
with:

- A simple summary  
of agile project  
management basics like the

# Where To Download New Managers Quick Guide To Staff Appraisal Performance Review Agile Manifesto and 12 New Managers Toolbox

Agile Principles • A concise overview of Scrum roles, artifacts, and activities • A well-organized breakdown of Scrum practices with

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helpful illustrations and  
advice • A troubleshooting  
FAQ and 5 case studies to  
help you visualize Scrum  
in action

About the book 2020 has  
been a year shaped up by

# Where To Download New Managers Quick Guide To Staff Appraisal Performance Review Coronavirus (COVID-19).

This pandemic has resulted in widespread economic uncertainty and disruption of businesses across the world. There have been far reaching implications on



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financial reporting and  
this may continue for next  
couple of years. These  
circumstances potentially  
present entities with  
several challenges when  
preparing their financial

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statements for year ended  
31 March 2021 and  
subsequent financial  
results. This book covers  
some of the key financial  
reporting implications  
that companies need to

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consider and, also,  
possible approaches that  
they may consider to  
dealing with the same  
keeping in view the  
business objectives,  
financial covenants and

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the accounting standards.

Key consideration under

COVID-19 for financial

reporting consist of:

asset impairment;

inventory valuations and

write downs; revenue

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recognition; debt  
covenants and debt  
servicing; lease rental  
concessions; foreign  
exchange accounting and  
losses/gains due to  
extreme volatility;

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litigation resulting from  
contractual defaults,  
invocation of force  
majeure clauses and  
potential exposure;  
Insurance claims for  
losses during shutdown

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period or loss of lives;  
and going concern. The  
Companies shall ensure  
that they provide  
sufficient disclosures in  
the notes to the financial  
statements with

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information about the  
entity that's useful to  
existing and potential  
investors, creditors,  
lenders, and other  
stakeholders. This book  
highlights the existing



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financial reporting  
requirements under

Companies (Indian  
Accounting Standards)

Rules, 2015 and Companies  
(Accounting Standards)

Rules, 2006 that should be

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considered when addressing the financial effects of COVID 19 when preparing annual financial statements and possible audit approaches that can be considered relevant.

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The role of auditors at this stage would be under increased scrutiny as the auditors have responsibility to complete the audit work in accordance with

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professional standards and ethics requirements. Under the current circumstances, auditors must recognize that the manner in which they conducted the audits in the past may need

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significant modification  
to address the challenges  
and uncertainties arising  
out of the impact of  
COVID-19. Additionally,  
irrespective of the  
challenges and

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uncertainties, there should not be any dilution in the reporting or non-compliance with the auditing standards in carrying out the audits. This book is an attempt to

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cover the requirements of  
the accounting standards  
and auditing standards,  
with illustrative examples  
and COVID-19 related  
extracts from published  
financial statements of

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companies. The readers  
would find this book very  
useful. Key Features  
Covering: - Key accounting  
impact, with real-life  
examples and  
illustrations, under Ind



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AS and AS due to COVID-19.

- Key COVID-19

considerations under

auditing standards with

real-life examples of

KAM/EOM/qualifications in

audit reports. - Real-life

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practical examples and  
extracts from Companies'  
financial  
statements/results. -  
Simple and concise  
summaries of accounting  
and auditing literature.

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This book, designed for  
ophthalmologists and  
particularly for  
refractive surgeons, aims  
to develop practical and  
clinical skills in readers  
so that they are able to

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make the right decisions  
in managing keratoconus.

There are four main  
chapters. The first is  
devoted to diagnosis and  
describes the clinical  
signs, the appearances on

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microscopy, and the  
significance of corneal  
hysteresis and corneal  
topography.

Classifications and  
patterns of keratoconus  
are then presented, and

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the author offers his own  
new classification of  
topographic patterns. The  
third chapter addresses  
the management of the  
disease in detail. Both  
non-interventional and

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interventional approaches  
are discussed with due  
attention to  
contraindications and  
complications. In  
addition, a novel  
classification of

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management parameters is suggested, and a systematic approach to management, formulated. In the final chapter this approach is applied to nine cases that serve as



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clinical examples.

HR for Small Business

explains in simple, clear  
language what business  
owners and managers need  
to know about their  
relationship with their

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employees in order to  
comply with the law and  
protect themselves and  
their business from being  
sued.

Understanding Personality  
Differences in the

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Simple and Effective Ways  
to Get the Best From Your  
People

Engaging People to  
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New Managers and Human  
Resources Professionals  
Management for Beginners  
Quick Guide to the 16  
Personality Types in  
Organizations

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*About the Book Coronavirus  
(COVID-19) has been rightly  
described as an  
unprecedented human,  
economic and financial  
crisis facing the world.  
This pandemic has resulted  
in widespread economic*

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*uncertainty and disruption  
of businesses. COVID-19 has  
and will have far reaching  
implications on financial  
reporting. These  
circumstances would  
potentially present entities  
with several challenges when*

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*preparing their financial  
statements for year/quarter  
ended 31 March 2020. This  
book, covers some of the key  
financial reporting  
implications that companies  
need to consider and also,  
possible approaches that may*

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*be considered while dealing with the same up-keeping in view of the business objectives, financial covenants and the accounting standards. The key aspects impacted by COVID-19 for financial reporting are:*



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*asset impairment; inventory  
valuations and write downs;  
revenue recognition; debt  
covenants and debt  
servicing; foreign exchange  
accounting and losses/gains  
due to extreme volatility;  
litigation resulting from*

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contractual defaults,  
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invocation of force majeure  
clauses and potential  
exposure; insurance claims  
for losses during shutdown  
period or loss of lives; and  
going concern. The companies  
shall ensure that they

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*provide sufficient  
disclosures in the notes to  
the financial statements  
with information about the  
entity that's useful to  
existing and potential  
investors, creditors,  
lenders, and other*

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stakeholders. This book  
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highlights the existing  
financial reporting  
requirements under Companies  
(Indian Accounting  
Standards) Rules, 2015 and  
Companies (Accounting  
Standards) Rules, 2006 that

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*should be considered when  
addressing the financial  
effects of COVID 19 while  
preparing annual financial  
statements and possible  
audit approaches that can be  
considered relevant. The  
role of auditors at this*

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*stage would be under  
increased scrutiny as the  
auditors have a public  
interest obligation to  
complete the audit work in  
accordance with professional  
standards and ethics  
requirements. Under the*

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*current circumstances,  
auditors must recognise that  
the manner in which they  
conducted the audits in the  
past may need significant  
modification to address the  
challenges and uncertainties  
arising out of the impact of*

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*COVID-19. Additionally,  
irrespective of the  
challenges and  
uncertainties, there should  
not be any dilution in the  
reporting or non-compliance  
with the auditing standards  
in carrying out the audits.*



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*Insights from organizations that are navigating the novel challenges of the digital workplace. How can technology and analytics help companies manage people? Why do teams working remotely still need leaders?*

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*When should organizations use digital assessment tools for gauging talent and potential? This book from MIT Sloan Management Review answers questions managers are only beginning to ask, presenting insights and*

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*stories from organizations  
navigating the novel  
challenges of the digital  
workplace. Experts from  
business and academia  
describe what's worked,  
what's failed, and what  
they've learned in the new*

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world of work. They look at  
strategies that  
organizations use to help  
managers and employees adapt  
to the fast-changing digital  
environment, from the  
benefits of wool-gathering  
to the use of anonymous

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chats; examine digital tools  
for collaboration, including  
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interactive spreadsheets and  
analytics that increase  
transparency; and discuss  
such “big-picture” trends as  
expanded notions of value  
and new frontiers in

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*upskilling. A detailed case study, produced by MIT Sloan Management Review in collaboration with McKinsey & Company, explores how IBM reimagined talent and performance management with the goal of increasing*

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*employee engagement.*

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information available for  
New Managers Toolbox busy HR practitioners but  
what they really need is a  
clear, concise and  
comprehensive analysis of  
the theory and practice of  
people management within  
contemporary organizations.

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*Indeed, much has been  
written about Human Resource  
Management and  
Organizational Behavior,  
which rigorously explores  
each scientific field, yet  
there is a lack of an  
integrated examination of*

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*both fields. The author begins by describing the new world of business and management, which is characterized by continuous change and precarious employment. He examines the individual at work, group*

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*behavior, people resourcing,  
performance and development  
and the employment  
relationship and he  
concludes with a look at  
organizational change; i.e.  
the nature of the sorts of  
changes that take place in*

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*companies of all sizes and  
how the process of  
organizational development  
can be managed effectively  
through people management.  
This guide provides a  
thorough examination of the  
key areas of organizational*

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psychology and people  
management and offers an  
easy to digest theory on  
each topic coupled with the  
latest empirical evidence.  
All the core theories of HRM  
and OB are presented in a  
methodical and critical

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*manner, appealing to time-starved professionals who wish to acquire a detailed overview of people management rapidly.*

*Throughout the book, several suggestions will be made to managers for ways of*



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*applying various HR theories  
to the workplace. The reader  
will uncover how to manage  
people but won't be offered  
prescriptions because the  
best way of managing people  
depends on the context.*

*Everyone who retires has*

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*hopes, dreams, plans, and  
projects. But how do you  
manage your nest egg to  
realize your dreams? Just as  
a baseball manager sets his  
batting lineup, you need to  
choose a portfolio  
allocation and withdrawal*

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method. You also need to  
determine how flexible  
you'll be in your approach.  
Tushar S. Chande, Ph.D.,  
MBA, explores how to design  
an effective strategy. Learn  
how to: shape your  
withdrawals to support

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retirement projects; control  
ending balances to define  
your legacy; select  
strategies to meet diverse  
objectives; and succeed in a  
low-inflation, low-rates  
environment. Chande provides  
a solid foundation for

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*building the life you want.*

*With his guidance, you'll be equipped to make better decisions about withdrawing money in retirement. When it comes to preparing for your later years, it's imperative to take steps to make money*

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*last without limiting your  
options. Set yourself up for  
success with Financial  
Planing for Successful  
Wealth Management in  
Retirement.*

*Applying Team Essentials to  
Create Effective Teams*

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*For HR and line managers*  
*To Learn and to Do*  
*Financial Plans for*  
*Successful Wealth Management*  
*In Retirement: An Easy Guide*  
*to Selecting Portfolio*  
*Withdrawal Strategies*  
*A Short Guide to*

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*Facilitating Risk Management*  
*Web Content Management*

*[formerly CQ]*

***Even the best and most  
experienced teachers can  
struggle with classroom  
control and it is likely your***



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*experiences will vary day-to-  
day. Bestselling author of  
Learning Theories Simplified  
Bob Bates, together with  
former head teachers Andy  
Bailey and Derek Lever,  
offers one-stop support for*

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***all teachers in A Quick Guide  
to Behaviour Management.***

***Whether you are working  
with children, young people  
or adults it will help you: ·  
understand why challenging  
behaviour occurs · learn how***

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***to be a great teacher in the  
face of challenging  
behaviour · recognise a  
range of personalities you  
may encounter in the  
classroom and the strategies  
for dealing with them***

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***Blending learning theories  
with real-life case studies, it  
fosters a deeper  
understanding of what  
causes challenging  
behaviour and equips you  
with all you need to know to***

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**handle it!**

***The secrets to improving  
operations while  
maintaining the highest  
quality How do you operate  
at maximum efficiency with  
minimum cost? Manager's***

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Management addresses one  
of the most pressing  
business issues of our time  
by offering easy-  
toimplement advice on  
creating the most effective,***

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*streamlined operations  
possible. This quick-  
reference guide explains  
how to: Improve your  
production processes Boost  
quality using the Six Sigma  
approach Manage supply*

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tools you need to ensure a  
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***while producing products  
and services of the highest  
quality—the secret to  
business success.***

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Do: The Temple  
Management Manual, a***

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of the URJ Ida and Howard  
Wilkoff Department of  
Synagogue Management and  
the National Association of  
Temple Administrators  
designed to help demystify***

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***the enormously complex task  
of governing and  
administering a  
congregation in the 21st  
century. For ease of use The  
Temple Management  
Manual is fully indexed and***

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***tabbed in an updatable three-ring binder. It also includes a CD-ROM containing 22 useful forms.***

***To stay on top, companies need to do more than just tread water—they need to***

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***grow. And that means that  
their employees need to  
develop and improve their  
skills at the same pace. More  
than ever, managers are  
being encouraged to  
improve employee***

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***performance through  
effective coaching, but so  
few of them have the  
time—or the knowledge—it  
takes to do it successfully.  
Brian Emerson and Ann  
Loehr have spent years***

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*showing some of the  
country's top companies how  
to develop their most  
promising employees. Now  
in this helpful manual they  
guide managers through  
every step of the coaching*

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***process, from problem  
solving to developing  
accountability. Readers will  
discover:the top 10 tips  
every manager should know  
before he starts to coach •  
how to handle difficult***



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priorities, and problem team  
members • how to hold  
follow-up meetings after  
goals and priorities have  
been set • sample questions  
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common problems and how  
they can use coaching to  
address them. Clear,  
practical and  
straightforward, this is an  
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colleagues, and themselves  
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*Gender mainstreaming is the current international approach to promoting equality between women and men. It is based on the*

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*recognition that gender inequality  
operates at all levels and in all  
sectors of society, and thus needs to  
be addressed in the mainstream. It  
aims to ensure that women and men  
benefit equitably from all that  
society has to offer, and are equally*

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*empowered to affect its governance  
and decisions. The Gender*

*Management System (GMS) is a  
holistic and system-wide approach  
to gender mainstreaming developed  
by the Commonwealth, for the use of  
governments in partnership with*

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*other stakeholders including civil society and the private sector. The GMS is a comprehensive network of structures, mechanisms and processes to enable governments and other organisations to contribute to gender equality*



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*through all policy-making, planning  
and activities. This Quick Guide has  
been produced to assist governments  
and other stakeholders using gender-  
sensitive indicators in the context of  
gender mainstreaming. It is an  
abridged version of the GMS*

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*publication Using Gender-Sensitive  
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Governments and Other  
Stakeholders.*

*A simple guide to managing people  
for the brand new manager.*

*Managing the behaviour of young*

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*children can be a real challenge,  
this book provides you with 100  
tried and tested ideas for the long,  
medium and short term. It shows  
how to select and adopt the right  
approach, how to analyze, reflect on  
and modify practice to ensure*

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*consistency and fairness and that  
positive behaviour develops. Each of  
the 100 ideas focuses on a single  
strategy, and looks at: - structures  
and systems; - using fun, child-  
orientated resources; - rewarding  
good behaviour, and managing*

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*sanctions; - the advantages of  
various approaches; - case studies  
from practice; - adaptations of  
strategies for different settings and  
ages. The book suggests lively  
strategies that keep behaviour  
management fresh and effective.*

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*Advice is given to support children with Special Educational Needs and examples of behaviour management in different settings are shared. An easily accessible guide for all practitioners working with children aged 3 to 8.*

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*Written at a level that is accessible  
to students in all disciplines,  
Introduction to Environmental  
Management, Second Edition  
translates complex environmental  
issues into practical and  
understandable terms. The book*

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*provides students and practitioners  
an understanding of the regulations,  
pollutants, and waste management  
issues that can be applied in various  
related environmental fields and  
industries. This new edition is  
updated throughout and adds eleven*



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*new chapters, including coverage of  
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throughout and includes eleven all-  
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as references for further reading  
Provides illustrative examples and  
case studies that complement the*

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*text throughout Includes ancillary  
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adopting instructors This book  
serves as a complete teaching tool,  
offering a combination of insightful  
coverage, concise language, and  
convenient pedagogical features,*

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Successful organizations  
depend on training to keep  
them viable...but in today's  
belt-tightening economy,

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managers are often asked to become expert training facilitators overnight. Faced with the challenges of diversity, a multi-generational workforce, and the many options made

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possible by technology and e-  
learning, even first-time  
trainers must be ready with  
the most up-to-the-minute  
techniques. Thoroughly  
revised, The First-Time  
Trainer is a concise,



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information-packed guide  
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that will quickly transform  
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effective trainers. Filled with  
real-world examples and  
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the book shows readers how

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to: Select media and delivery  
methods • Prepare and give  
effective presentations •  
Communicate with learners  
and get them involved • Ask  
the right kind of questions •  
Cope with behavior problems

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- Give and receive feedback
- Put objectives to the test •

And more Training is still the best way to make certain employees perform at their best. This user-friendly guide gets first-time facilitators

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training like pros in no time.

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A manager is a promoted  
employee who knows how to  
perform all the jobs in their  
department - but they rarely  
get trained to be an effective  
leader. It takes certain

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people skills to discipline an  
employee, so they feel  
empowered to improve their  
performance or stop  
inappropriate behavior.  
Inspiring employees to want  
to do their best when burned

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out requires specific soft skills that many managers aren't taught and instead have to learn through trial and error. When HR is too busy to attend to an employee problem, this

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Managers Quick-Guide to  
Mindful Management will  
give you easy-to-digest tips  
and inspirations for many of  
your workplace problems. It  
will guide you to develop  
your employees to be

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confident and independent  
thinking professionals that  
will keep your team engaged  
and your workplace culture  
healthy and thriving.  
A Quick Guide to Behaviour  
Management in the Early



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