

# Shaping Your Career Pocket Mentor

Traces the history of the United States from the arrival of the first settlers to the present day.

The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day.

Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify strengths and weaknesses and hone critical skills.

Whether you're at your desk, in a meeting, or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness. Many organizations encourage diversity because providing equal opportunity for everyone is the right thing to do. A diverse workforce can also yield such important competitive advantages as a higher level of profitable innovation, a better understanding of market opportunities, and stronger employee productivity and commitment. But as people with different backgrounds, beliefs, and values interact in the workplace, conflicts can arise. How can you foster diversity on your team and surmount the challenges that can come with it? This book teaches managers how to:

- Recruit a diverse team
- Foster an inclusive environment by replacing common misconceptions with facts
- Handle diversity-related conflict
- Tap the business value generated by the team's diversity

This book has been written for the HR Practitioner and will provide readers with tools, guidelines, ideas, and

strategies for developing their role within the Human Resources function. This text focuses on current issues and future trends in both the HR profession and the workplace. Organizations will continue to be forced to function in a lean and mean manner, HR professionals are now required to manage outsourcing functions and to move through multiple internal roles quickly. This book will act as a roadmap to help them plan and implement these roles quickly and efficiently, aligned to their organizations strategy.

The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness. Ideas are not enough: successful innovation requires people to pick up where the creative process leaves off. These people must take the creative idea and apply it to a real-life problem to design a new product, service, or process. They must construct a carefully articulated vision for the project, draw up a feasible financial plan, and advocate the project over the whole course of its development and implementation. This book teaches you how to execute an innovation from start to finish: - Develop a vision statement that stands up to evaluation criteria - Build a strong business case to the stakeholders who will be affected - Manage both explicit and hidden resistance to change - Sustain

the passion around your idea and keeping its momentum going

How Social Networks Can Make Us Smarter

Football, Fatherhood, and College GameDay Saturdays

A Pocket Mentor

Build

Making Decisions

Developing Employees

This first comprehensive guide to helping mentors and mentees bridge gaps between and among cultures—a growing issue in today's diverse workplace—is coauthored by the founder and CEO of the Center for Mentoring Excellence. As the workplace has become more diverse, mentoring has become more challenging. Mentors and mentees may come from very different backgrounds and have limited understanding of each other's cultures and outlooks. But mentoring remains the most powerful tool for creating meaningful relationships, furthering professional development, and increasing engagement and retention. Younger workers and emerging leaders in particular are demanding it. Lisa Z. Fain and Lois J. Zachary offer a timely, evidence-based, practical guide for helping mentors develop the level of cultural competency needed to bridge differences. Firmly rooted in Zachary's well-known four-part mentoring model, the book uses three fictional scenarios featuring three pairs of diverse mentors and mentees to illustrate how key concepts can play out in real life. It

offers an array of accessible tools and strategies designed to help you increase your self-awareness and prepare you to embrace and leverage differences in your mentoring relationships. But beyond tips and techniques, Fain and Zachary emphasize that authenticity is the key—the ultimate purpose of this book is to help the mentor and mentee make a genuine connection and learn from each other. That's when the magic really happens. Crises--anything from a natural disaster to a data-security breach to the defection of your best employee--can prevent you from carrying out your business operations. But with good planning, you can minimize the impact of a potential disaster. This book shows you how to:

- Avoid a crisis entirely
- Lay the groundwork for managing a crisis
- Know when a crisis is imminent
- Contain and resolve a crisis
- Learn from each crisis you've resolved

How do you lead a team scattered all over the globe? How do you keep members you can't see focused, communicative, and productive? This book helps you understand both the benefits and challenges of virtual teams, and shows you how to build and coach a community that promotes collaboration and ongoing communication.

Delegation isn't simply a matter of offloading what you don't want, or don't have the time to do. Done properly, it helps teams work more efficiently, helps employees develop their individual skills, and reduces

managerial burn out. Delegating Work will help you match the person to the assignment, setting the stage for success-- your team's and your own.

The Shape of You

Managing Up

Introduction to Business Law

The Shaping of a Set-Apart Young Woman

Executing Innovation

Coming of Age Handbook for Congregations

*Understand the realities of modern web accessibility and what considerations should be made to include everyone. There are hundreds of millions of people who are being left out every single day on the web due to disability or circumstance. The purpose of web accessibility is to remove barriers and bring the information, services, and functionality of the web to as many people as possible so they can be included in this global community. This book makes the topic of web accessibility as approachable as possible to help every web professional become an accessibility advocate at their companies, on their projects, and in their communities. This discussion will go beyond the buzzword to explore the impact our designs and decisions have on real people, along with the ethical, legal, and financial incentives for accessibility prioritization. For those who are ready to*

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get started the book covers tools and techniques for testing websites or web applications for conformance to the Web Content Accessibility Guidelines. Because we very rarely work in a vacuum the book also covers how to educate your team or company management on web accessibility as well as persuading them to invest time and money in accessibility. For those looking to start an accessibility practice at their company - or simply to ensure that nothing slips through the cracks - the book includes a guide to creating your very own accessibility action plan. Having a well-documented plan of action is an essential step in the long-term success of any initiative. Get started with web accessibility using Approachable Accessibility today. What You'll Learn Discover various ways that website design can exclude or even harm users Gain an understanding of the Web Content Accessibility Guidelines (WCAG) 2.1 Put together an accessibility action plan for your organization Explore tools and techniques for evaluating your existing websites Who This Book Is For Web designers and developers who want to know more about web accessibility or just want to know how to get started; tech leaders who need help building an accessibility

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*practice or convincing their company to invest in web accessibility; project managers and owners making scope decisions for a project.*

*Inside Every Young Woman is a Princess...In Search of her Prince In a culture that mocks our longing for tender romance, in a world where fairy tales never seem to come true – do we dare hope for more? For every young woman asking that question, this book is an invitation. With refreshing candor and vulnerability, bestselling author Leslie Ludy reveals how, starting today, you can experience the passion and intimacy you long for. You can begin a never-ending love story with your true Prince. Discover the authentic beauty of a life fully set-apart for Him. Experience a romance that will transform every part of your existence and fulfill the deepest longings of your feminine heart.*

*While many film fans may not be familiar with Bill Duke's name, they most certainly recognize his face. Dating back to the 1970s, Duke has appeared in a number of popular films, including Car Wash, American Gigolo, Commando, Predator, and X-Men: The Last Stand. Fewer still might be aware of Duke's extraordinary accomplishments off-screen—as a talented director, producer, entrepreneur, and*

humanitarian. *Bill Duke: My 40-Year Career on Screen and behind the Camera* is the memoir of a Hollywood original. In an industry that rarely embraces artists of color, Duke first achieved success as an actor then turned to directing. After helming episodes of ratings giants *Dallas*, *Falcon Crest*, *Hill Street Blues*, and *Miami Vice*, Duke progressed to feature films like *A Rage in Harlem*, *Deep Cover*, *Hoodlum*, and *Sister Act 2*. In this candid autobiography, Duke recalls the loving but stern presence of his mother and father, acting mentors like Olympia Dukakis, and the pitfalls that nearly derailed his career, notably an addiction to drugs. Along the way, readers will encounter familiar names like Danny Glover, Laurence Fishburne, Forest Whitaker, Arnold Schwarzenegger, and Whoopi Goldberg. From his Broadway debut in 1971 to the establishment of the Duke Media Foundation, which trains and mentors young filmmakers, Duke has been breaking the rules of what it means to triumph in the entertainment industry. Recalling pivotal moments in his life, *Bill Duke: My 40-Year Career on Screen and behind the Camera* is the story only Bill Duke could tell. Each year, millions of professionals enter the job market, but only a fortunate few

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*ever make it to the top. How do they ascend, and what sets these leaders apart? In Breaking Away From The Pack, business leader Jon Rambeau reveals the art and science behind exceptional success. His proven approach is founded on effective use of career currency, that finite amount of time we are all afforded to invest in our careers. Founded on decades of experience coaching aspiring executives and building effective teams, Breaking Away From The Pack will provide the framework to accelerate your success. From evaluating your strengths and professional objectives, to taking purposeful action and applying valuable career and leadership lessons, this book is the perfect resource for ambitious professionals at any level.*

*Shaping Your HR Role*

*Planning for Success*

*The Shape-Shifter's Curse*

*The Leader's Pocket Guide*

*A Pocket Guide for Success in Clinical Academic Research Careers*

*This powerfully intimate, plain-spoken memoir about fathers and sons, fortitude, and football from the face and voice of college football—Kirk Herbstreit—is not just “a window into the game, but also a*

peek into what makes him special: his heart” (David Shaw, head coach, Stanford University). Kirk Herbstreit is a reflection of the sport he loves, a reflection of his football-crazed home state of Ohio, where he was a high school star and Ohio State captain, and a reflection of another Ohio State football captain thirty-two years earlier: his dad Jim, who battled Alzheimer’s disease until his death in 2016. In *Out of the Pocket*, Herbstreit does what his father did for him: takes you inside the locker rooms, to the practice fields, to the meeting rooms, to the stadiums. Herbstreit describes how a combination of hard work, perseverance, and a little luck landed him on the set of ESPN’s iconic *College GameDay* show, surrounded by tens of thousands of fans who treat their Saturdays like a football Mardi Gras. He takes you into the television production meetings, on to the *GameDay* set, and into the broadcast booth. You’ll live his life during a football season, see the things he sees, experience every chaotic twist and turn as the year unfolds. Not to mention the relationships he’s established and the insights he’s learned from the likes of coaches and players such as Nick Saban, Tim Tebow, Dabo Swinney, and Peyton Manning, as well

as his colleagues, including Chris Fowler, Rece Davis, and his “second dad,” the beloved Coach Lee Corso. Yes, Kirk Herbstreit is the undeniable face and voice of college football—but he’s also a survivor. He’s the quiet kid who withstood the collapse of his parents’ marriage. The boy who endured too many overbearing stepdads and stepmoms. The painfully shy student who always chose the last desk in the last row of the classroom. The young man who persevered through a frustrating Ohio State playing career. The new college graduate who turned down a lucrative sales job after college to pursue a “no way you’ll make it” dream career in broadcasting. Inspiring and powerful, *Out of the Pocket* “proves the importance of perseverance and family” (Peyton Manning). The *Pocket Mentor* series offers immediate solutions to the challenges managers face on the job every day. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness. Managing employee growth is critical to your

organization's success. But to develop your employees effectively, you must have certain skills, such as the ability to seek out opportunities, set goals, and provide feedback. This volume teaches you to:

- Assess developmental needs
- Understand and take into account differences between your employees
- Use a Performance and Potential grid to determine next steps
- Conduct a career development discussion

Students from families in the bottom income bracket are eight times less likely to graduate from college than those in the rest of the population. The gap in college attendance between rich and poor is actually growing. The stark reality today is that poverty is becoming increasingly inescapable, and the traditional pathways out of poverty are failing. But some poor people do escape. *Beating the Odds* asks how the barrier of poverty can be overcome. It focuses on the anomalies, or success stories - the small percentage who somehow make it to college. Drawing on their own study of twenty-four poor, first-generation college students, the authors ask what factors - relationships, resources, and activities - made a difference? What happened in their lives that enabled them to beat the odds? How

*did they come to attend college when their parents had not, when their neighbors had not, and when most students at their local schools had not? The aim of the book is to try to understand the reasons for their success. The authors ask the most critical question: Is it possible to reproduce those factors and thereby provide college opportunity and access for disadvantaged people generally? And they conclude with recommendations about what social and educational policy toward the poor should look like to be most effective in the future.*

*Every day on the job, you face common challenges. And you need immediate solutions to those challenges. The Pocket Mentor Series can help. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify your strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable, concise guides enable you to tackle the daily demands of your work with speed, savvy, and effectiveness. The latest volume in the series: *Executing Strategy That strategy you've defined for your group is brilliant--promising better market share, higher profits, or some other impressive business result. But your**

*strategy won't deliver the expected outcomes if you and your group don't execute it that is, if you don't put it into action by implementing the right strategic initiatives. This volume helps you master the challenging art of strategy execution. You'll learn how to:*

- Craft action plans for the strategic initiatives required to meet your goals*
- Keep your action plans on course despite the inevitable setbacks and surprises*
- Cultivate employees' sense of ownership and accountability for your plans*
- Create a group culture in which everyone views strategy as their job*

*The Shaping of America*

*Approachable Accessibility*

*Performance Appraisal*

*Beating the Odds*

*Survive and Thrive in Academia*

*Lean Forward, Learn, Leverage*

Persuasive people generate real value for their companies by turning ideas into action.

But persuasion isn't easy: It takes practice, patience, and psychological savvy. That's where this new volume comes in--by enabling you to:

- Build your credibility
- Adapt your pitch to your audience
- Win your listeners' minds and hearts
- Overcome resistance to your proposals
- Leverage the forces that

move people to embrace new ideas

There has never been a better time to for a handbook focused on women in science. In May 2016, the American Association for the Advancement of Science posted an article titled “We need to do more for women in science.” This book describes the importance of carving out spaces for women in science and includes the unique strengths of women scientists as well as challenges they tend to face. Studies of women leadership consistently illustrate that women demonstrate strengths in leadership across communities and have skills in bringing together groups towards a common goal. The role of women in context is an important one in science, but has not been the focus of previous texts about careers in science or medicine. This first of its kind book develops an understanding of research careers occurring within a greater community of colleagues and academicians as well as the fact that women themselves lead within a group, a community, and a context. The book focuses on women who are pursuing research careers in academic medicine with specific emphasis on women in science and research as well as lessons learned from fellow female scientists. It also provides key strategies and

skills centered on the social ecological model as well as a sense of community with other women scientists. The book is organized thematically using the social ecological model as a framework in which we all live and complete our work. *Women Rock Science* is a valuable resource that can be used in a variety of settings. It is beneficial for University classes as well as lab group meetings. It also places an emphasis on community and can be shared with one's community of mentors, mentees and colleagues.

Too big. Too fat. All his life Eric Sontag has judged himself on his size, believing love and friendship aren't in the cards for someone like him. Tired of being alone and scared of his doctor's warnings, he enrolls in a nutrition support group, determined to change his life. When a beautiful thin man sits next to him, he can't believe they have anything in common, but conversation between the two soon proves first impressions aren't always what they seem. Drifter. Loner. Corey DeSantis has always been the scrawny waif; he's tired of struggling with his art and with life. Scarred by the disappearance and death of his drug-addicted mother, he doesn't wish for love,

believing it will bring him nothing but pain in the end. Now his only hunger in life is his desire to paint...until a health scare and his mentor force him to attend a nutrition class where he meets a man who piques his interest. One drunken kiss later, Eric is all Corey can think about. The same, yet different. An unlikely friendship is born with both men wanting more but afraid to listen to their well-guarded hearts. When Corey receives shocking news leaving him angry and helpless, it's Eric he leans on, to help see him through, while a surprising career opportunity finds Eric leaning on Corey for advice. One night of explosive passion leads to a second and soon neither man can imagine a life without the other. Life is shaped by the challenges accepted and roads not taken but as Corey and Eric walk the path together, they'll discover the most beautiful destination of all. Love.

Your career is not a one-time decision made early in life. Rather, you refine or redefine it as you grow professionally. This volume helps you:

- Recognize when it's time for a change
- Articulate the business activities that interest you most deeply
- Assess your skills and values
- Update your skills to remain competitive in the workforce
- Spot and seize

advantage of career-development  
opportunities

Authentic Beauty

Managing Your Career

Persuading People

How the Poor Get to College

Delegating Work

Bill Duke

*\*\*New York Times, Wall Street Journal, and USA Today Bestseller\*\* Tony Fadell led the teams that created the iPod, iPhone and Nest Learning Thermostat and learned enough in 30+ years in Silicon Valley about leadership, design, startups, Apple, Google, decision-making, mentorship, devastating failure and unbelievable success to fill an encyclopedia. So that's what this book is. An advice encyclopedia. A mentor in a box. Written for anyone who wants to grow at work—from young grads navigating their first jobs to CEOs deciding whether to sell their company—Build is full of personal stories, practical advice and fascinating insights into some of the most impactful products and people of the 20th century. Each quick 5-20 page entry builds on the previous one, charting Tony's personal journey from a product designer to a leader, from a startup founder to an executive to a*

mentor. Tony uses examples that are instantly captivating, like the process of building the very first iPod and iPhone. Every chapter is designed to help readers with a problem they're facing right now—how to get funding for their startup, whether to quit their job or not, or just how to deal with the jerk in the next cubicle. Tony forged his path to success alongside mentors like Steve Jobs and Bill Campbell, icons of Silicon Valley who succeeded time and time again. But Tony doesn't follow the Silicon Valley credo that you have to reinvent everything from scratch to make something great. His advice is unorthodox because it's old school. Because Tony's learned that human nature doesn't change. You don't have to reinvent how you lead and manage—just what you make. And Tony's ready to help everyone make things worth making. Mentorship is a catalyst capable of unleashing one's potential for discovery, curiosity, and participation in STEMM and subsequently improving the training environment in which that STEMM potential is fostered. Mentoring relationships provide developmental spaces in which students' STEMM skills are honed and pathways into STEMM fields can be discovered. Because mentorship can be so

*influential in shaping the future STEMM workforce, its occurrence should not be left to chance or idiosyncratic implementation. There is a gap between what we know about effective mentoring and how it is practiced in higher education. The Science of Effective Mentorship in STEMM studies mentoring programs and practices at the undergraduate and graduate levels. It explores the importance of mentorship, the science of mentoring relationships, mentorship of underrepresented students in STEMM, mentorship structures and behaviors, and institutional cultures that support mentorship. This report and its complementary interactive guide present insights on effective programs and practices that can be adopted and adapted by institutions, departments, and individual faculty members.*

*Your hiring decisions can make or break your team. Hire the right employees, and your team's performance will soar. Bring the wrong ones on board, and you're likely to see productivity and morale plummet. How to hire right? Understand and master the many steps in the hiring process. This book helps you get started. You'll discover how to:*

- Identify the skills and personal qualities needed in a new hire ·*

*Recruit a diverse pool of qualified candidates · Prepare for and effectively conduct a job interview · Make a job offer correctly*

*Managing up is a conscious approach to working with your supervisor toward mutually important goals. Through managing up, you build a better relationship with your boss and also deliver value to your company. This guide helps you cultivate a beneficial relationship with your manager; take advantage of expertise and resources to solve problems; and negotiate win-win solutions to challenges with your supervisor.*

*Breaking Away from the Pack*

*Hiring an Employee*

*My 40-Year Career on Screen and behind the Camera*

*Executing Strategy*

*Business Analyst's Mentor Book*

*Becoming a New Manager*

The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness. One of your most

sensitive duties as a manager is conducting performance appraisals. How do you objectively evaluate another person's performance? What guidelines are there for talking to your direct reports about both their strengths and their weaknesses? How can you address a weakness to help an employee develop into a stronger member of your team? This book teaches you how to prepare for, conduct, and follow up on performance evaluations in ways that link employee performance to your company's and group's goals. You'll learn how to:

- Document employee development right from the start
- Set the appropriate tone in a performance review
- Address a performance problem
- Follow up on next steps with your employee

As a manager, you make countless decisions every day. Some are straightforward, such as assigning a team member to a project. Others are far more complex, such as determining how to handle an under-performing product line. How can you boost the odds of making the best decisions for your organization? Treat decision-making as a process. This volume reveals key strategies for handling each step in the process. You'll find out how to:

- Generate a diverse set of alternative courses of action for the decision at hand
- Assess the feasibility, risks, and ethical implications of each alternative
- Select the best course of action
- Communicate your decision and carry it out

The Leader's Pocket Guide provides readers with on-the-job expertise to inspire and direct them on their

professional journeys. Organized into three sections--self, colleagues, and organization--this useful guide spurs leaders to be ever growing in their careers, and includes lessons on major leadership concepts like why integrity should be your employees' most highly valued trait, how to lead in a way that empowers others to manage, and why you should identify, commit to, and live by six words. With 101 indispensable tips and tools to explore, you'll learn how to deliver inspiration, demonstrate character, develop confidence, communicate with authority, think critically, foster innovation, connect with others, resolve conflicts, add buzz to your leadership brand, coach for development, recognize achievement, instill company-wide purpose, and overcome adversity. Augmented by up-to-date research on the role of leaders and the expectations followers have for them, this pithy, powerful, and portable guide contains energizing action tips, clever formulas, self-assessments, and thoughtful places for deeper reflection to spur you toward becoming a top leader in your industry.

Business Analyst's Mentor Book includes tips and best practices in a broad range of topics like:  
Business analysis techniques and tools Agile and waterfall methodologies Scope management Change request management Conflict management Use cases UML Requirements gathering and documentation User interface design Usability testing Software testing Automation tools Real-life

examples are provided to help readers apply these best practices in their own IT organizations. The book also answers the most frequent questions of business analysts regarding software requirements management.

Shaping Your Career

Leading Virtual Teams

Preparing a Budget

Bridging Differences for Better Mentoring

Expert Solutions to Everyday Challenges

Managing Diversity

You've just been promoted to a managerial position for the first time -- congratulations! But beware: the managerial role differs markedly from the individual contributor role. Go into the job with mistaken assumptions about what to expect, and you just may be blindsided by surprising realities. This book helps you lay the foundation for succeeding in your new role, explaining how to: Discard the "doer" role of the individual contributor for the orchestrating role of the manager Adjust your leadership style to maximize your team's performance Balance conflicting expectations from your boss, peers, and direct reports Deal productively with the stresses and new emotions that come with being a manager

A budget is a financial action plan for an organization. This guide will teach you how to: - Forecast future business results, such as sales volume, revenues, and expenses -

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Reconcile those forecasts to organizational goals - Obtain organizational support for your proposed budget - Fine-tune your budget over time

In the business world, confrontations are inevitable -- whether they're with your employees, peers, bosses, or even suppliers and customers. Ignored or handled badly, confrontations can damage workplace relationships and ruin careers. This volume helps you master the art of effectively managing difficult interactions. You'll learn how to:

- Determine which confrontations are worth an investment of your time and energy
- Understand and manage the strong emotions that can arise during confrontations
- Design solutions that meet all stakeholders' needs
- Coach your direct reports to resolve confrontations productively

Shaping Your CareerExpert Solutions to Everyday ChallengesHarvard Business Review Press

The Science of Effective Mentorship in STEMM  
101 Indispensable Tools, Tips, and Techniques for Any Situation

Surviving Graduate School in Psychology

Out of the Pocket

Social Physics

With Best Practice Business Analysis

Techniques and Software Requirements

Management Tips

A pocket mentor for the early career academic learning to strategically navigate the demands of an academic role, this book is a friendly and constructive companion

providing hands-on advice about how to balance teaching responsibilities alongside other duties. More than just a 'how to', the text is a timely commentary on changes in higher education. Discussing contemporary developments and offering guidance on how to negotiate this evolving climate, the book uniquely captures the political, social, economic and cultural forces at play, taking into account the issues which influence and shape an academic's career trajectory. Organised around the three main tasks within a conventional academic post – teaching, research and administration – the book includes tips, pauses for thought, author reflections and sources for further reading, and provides insight to help the reader reflect on what they are doing, why, and where to go next in their career. Crucially, it shows that in order to survive and flourish, the early career academic needs to take a strategic view as to their function, purpose and contribution both inside and beyond the intellectual establishment. From establishing a research niche to getting stuck into administration *Survive and Thrive* empowers the early career academic, helping them to build their academic reputation both internally and externally and maintain a sense of personal fulfilment and accomplishment within an increasingly commercialised environment.

How do you lead a team scattered across the globe? How do you keep members you can't see organized, communicative, and productive? In this book, you'll find valuable advice on forming virtual teams, assessing their communication and technology needs, and ensuring that they produce high-quality work. You'll learn how to:

- Understand the benefits and challenges of virtual teams
- Build a virtual community that

promotes collaboration and ongoing communication -

Utilize technology to enhance your virtual team's

focus, motivation, and output Meet Your Mentors

Jessica Lipnack and Jeffrey Stamps are CEO and Chief Scientist, respectively, of the Boston-based consulting firm NetAge and authors of many books and articles on networked organizations, including *Virtual Teams*."

Mr. McGuire takes Maggie, Raphael, Fiona, and Hasenpfeffer to Scotland to meet one of his oldest friends, Sir Roderick Lachlan, who will conduct Maggie ' s World Federation of Magic testing. Also at the estate are smarmy young house guest—Munro Wallace Shaw, his mentor—Lord Gilroy Innis, Sir Lachlan ' s wife, Lyra, a depressed selkie who endlessly searches the castle for her hidden seal skin so she can escape back to the sea, and their daughter Rhona—a troubled child at odds with her selkie heritage. When a panther attacks their host, Maggie and friends must figure out who conjured the creature up and why. Add a sneaky black cat, Maggie and Fiona ' s troublesome attraction to Munro, and Raphael ' s jealousy to the mix, and the next victim might very well be Maggie.

This latest addition to the Beatty/Samuelson series of texts is explicitly written from the ground up to address the specific needs of a 1-term business law course. It effectively provides both comprehensive breadth of topical coverage and a cost-effective, manageable format for courses lasting just a single semester or quarter. INTRODUCTION TO BUSINESS LAW presents the full range of business law topics in a series of fast-paced, brief digestible chapters, making the book accessible to a wide range of students. To further support reader-friendliness, this author team's unique hallmark writing style makes the law content

unexpectedly sparkle. Through utilizing innovative, story-telling pedagogy, fascinating cases, and business applications that are sure to create student interest, the end result is a text that is authoritative and accurate yet a pleasure to read.

The New Academic 's Pocket Mentor

Managing Crises

Women Rock Science

Managing Difficult Interactions

An Unorthodox Guide to Making Things Worth Making

How to Spend Your Career Currency to Work Smarter, Move Faster, and Reach the Top!

*From one of the world's leading data scientists, a landmark tour of the new science of idea flow, offering revolutionary insights into the mysteries of collective intelligence and social influence If the Big Data revolution has a presiding genius, it is MIT's Alex "Sandy" Pentland. Over years of groundbreaking experiments, he has distilled remarkable discoveries significant enough to become the bedrock of a whole new scientific field: social physics. Humans have more in common with bees than we like to admit: We're social creatures first and foremost. Our most important habits of action—and most basic notions of common sense—are wired into us through our coordination in social groups. Social physics is about idea flow, the way human social networks spread ideas and transform those ideas into behaviors. Thanks to the millions of digital bread crumbs people leave behind via smartphones, GPS devices, and the Internet, the amount of new information we have about human activity is truly profound. Until now, sociologists have depended on limited data sets and surveys that tell us how people say they think and behave, rather than what they actually do. As a result, we've been stuck with the same stale social structures—classes, markets—and a focus on individual actors,*

*data snapshots, and steady states. Pentland shows that, in fact, humans respond much more powerfully to social incentives that involve rewarding others and strengthening the ties that bind than incentives that involve only their own economic self-interest. Pentland and his teams have found that they can study patterns of information exchange in a social network without any knowledge of the actual content of the information and predict with stunning accuracy how productive and effective that network is, whether it's a business or an entire city. We can maximize a group's collective intelligence to improve performance and use social incentives to create new organizations and guide them through disruptive change in a way that maximizes the good. At every level of interaction, from small groups to large cities, social networks can be tuned to increase exploration and engagement, thus vastly improving idea flow. Social Physics will change the way we think about how we learn and how our social groups work—and can be made to work better, at every level of society. Pentland leads readers to the edge of the most important revolution in the study of social behavior in a generation, an entirely new way to look at life itself.*

*What happens after you've been accepted into a psychology graduate program? How can you best prepare for the challenges ahead and make the most of your graduate school career? In "Surviving Graduate School in Psychology: A Pocket Mentor", author Tara L. Kuther offers her considerable knowledge and skills to help you master the complexities of graduate school and realize your goals. Kuther, a leading authority in professional and academic development, provides pragmatic, step-by-step advice for new graduate students on such essential topics as: managing your money; adapting to unspoken rules; navigating departmental politics; understanding how and where learning takes place; maintaining personal and*

*professional relationships; thriving in practicum and internships; and, developing an identity as a psychologist. This "pocket mentor" will oversee your journey and provide authoritative encouragement as you change from a new student to a confident professional ready to contribute to the world through basic or applied research, academic appointments, or clinical work. This invaluable resource is enriched with handy tips, checklists, practice interview questions, teaching guidelines, dissertation strategies, sample CVs, and other practical visual aids.*

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