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A Practical Guide to Enlightenment 2021 this book outlines a process that can guide one to enlightenment the language surrounding enlightenment is fanciful and misleading enlightenment is to stop the mind to stop your thoughts as simple as that this is how you do that a simple meditation process can guide you there but there is more to it then meets the eye inspired by the power of now this book can lead you to flow state to nirvana god or riches good luck please review

Practical Guide to Project Planning 2007-10-01 practical guide to project planning is filled with project documents and templates ready to use for planning and managing project it explains project analysis and modeling techniques so these documents and templates can be used for effective project management in addition the book is also a guide to best practices that comply with the pmi s pmbok 3 0 throughout the book a real world practical project plan is used to explain all management issues related to a project including scope time costs quality human resources communication risks procurement and integration this example also covers every stage of implementing a project management office pmo from initial analysis to post deployment review the text is filled with insightful tips on using the most popular project management tools and software including mindmanager for initial planning sessions milestone project companion for report generation and microsoft project the most widely used tool for project planning project documents discussed in the book are on the accompanying cd rom so readers can use them to develop and track their own projects

How to Do Research 2006 this new edition of nick moore s highly successful how to do research offers an accessible guide to the complete research process it focuses on the day to day requirements of project managing a piece of research right through from the formulation of the initial idea to the development of a research proposal and then to the writing up and disseminating of results updated throughout it also contains new and expanded sections on in house research the use of sub contractors and market research companies the use of the internet as a research tool and ethical issues the book provides practical help and guidance to anyone undertaking academic or social research whether through work or study part one of the book follows a step by step guide to the research process itself develop the research objectives design and plan the study write the proposal obtain financial support for the research manage the research draw conclusions and make recommendations write the report disseminate the results part two offers an introduction to some of the more common research methods and takes the reader through the processes of collecting and analysing data including sampling surveys interviewing focus groups and capturing data readership this book offers a wealth of invaluable guidance to both new and experienced researchers presented in a clear simple style it is ideal for professionals undertaking research and the evaluation of services for undergraduate and postgraduate students undertaking dissertations and other research projects and as an introductory text on research methods courses in any social science discipline

Effective Teaching 2014-09-19 this book is a practical guide designed for teachers and trainee teachers to help them improve their teaching skills it presents a concise and readable introduction to the basic techniques and procedures required in the classroom together with practical exercises designed to develop skills

A Practical Guide to Project Management 2001-06-10 a practical guide to project management is a clear concise tool for busy managers to help them plan organize and execute projects written by an experienced and successful project manager it offers insight into how to lead a group through a defined process and reach the desired goals while the book focuses on the corporate environment the concepts presented are applicable to any project situation topics include goal definition team structure the importance of a project charter developing a plan establishing a budget organizing and facilitating meetings monitoring progress project documentation communication staying on schedule resolving conflict and evaluating the project when complete the book includes document templates and a sample project there are games that can be used to develop plans suggestions on communicating meeting results without meeting minutes and methods to streamline project documentation a practical guide to project management provides what managers need to complete initiative on time on budget and with the desired results

Writing for Scholars 2008 academia is a big noisy dialogue that takes place mainly through scholarly journals and books how do you make your voice heard writing for scholars a practical guide to making sense and being heard demystifies the writing process and shows you how to reach other scholars and convince them that you have something important to say

essential feature and technique from installing ubuntu to working with gnome samba exim4 apache dns nis ldap g ufw firestarter iptables even perl scripting his exceptionally clear explanations demystify everything from networking to security you ll find full chapters on running ubuntu from the command line and desktop gui administrating systems setting up networks and internet servers and much more fully updated jumpstart sections help you get complex servers running often in as little as five minutes sobell draws on his immense linux knowledge to explain both the hows and the whys of ubuntu he s taught hundreds of thousands of readers and never forgets what it s like to be new to linux whether you re a user administrator or programmer you ll find everything you need here now and for many years to come the world s most practical ubuntu linux book is now even more useful this book delivers hundreds of easy to use ubuntu examples important networking coverage including dns nfs and cacti coverage of crucial ubuntu topics such as sudo and the upstart init daemon more detailed usable coverage of internet server configuration including apache and exim4 email servers state of the art security techniques including up to date firewall setup techniques using gufw and iptables and a full chapter on openssh a complete introduction to perl scripting for automated administration deeper coverage of essential admin tasks from managing users to cups printing configuring lans to building a kernel complete instructions on keeping ubuntu systems up to date using aptitude synaptic and the software sources window and much more including a 500 term glossary

Practical Guide to Financial Due Diligence 2021-05-15 about the book an effective financial due diligence exercise is the cornerstone of a successful merger acquisition deal between a prospective buyer and a seller willing to carry out an arm s length deal throwing up a win win situation for both a robust financial due diligence is even more necessary in today s business environment to critically assess the health and hygiene of the target entity to drive a proper valuation acceptable to both the constituents this book will equip you with the knowledge practical tools and techniques you need to enable you to conduct an effective financial due diligence it also discusses aspects of corporate restructuring including the possible impact of the ongoing pandemic on the target organization key features a curtain raiser on corporate restructuring impact of the ongoing pandemic on the financial due diligence exercise on the target organization broad commentary on the due diligence approach with broad emphasis on financial due diligence the seller side approach to financial due diligence and the pitfalls leading to proverbial black hole of valuation deep dive into the buyer side approach to financial due diligence financial modelling as an important tool use for financial due diligence financial statement analysis and use of financial ratios with illustrations to support the conclusions of financial due diligence various methods used in business valuation with illustrations risk analysis and management as an integral part of financial due diligence exercise distress analysis of target entities illustrations and case studies picked up from practical experience of the author contains a questionnaire for guideline on how to carry out a financial due diligence exercise

Project Governance 2009-02-03 effective project decision making is recognised as a key feature of successful projects ineffective decision making leads to project delay and failure project governance takes readers through the logical steps required for the establishment of a project governance framework for a project or organisation starting with problems typical of ineffective project governance it develops a set of principles designed to overcome these problems and builds a framework based on these principles this comprehensive guide explains how to populate the framework effectively provides the accountabilities and responsibilities of the main roles and describes how to integrate the project governance framework into the organisation whether you are a project management practitioner or a student of project management the lessons learned in this valuable handbook make for essential reading

A Practical Guide to Early Childhood Curriculum 2008 this applied guide to planning and implementing curriculum across the content areas for children ages 3 to 8 provides students with a depth of background knowledge not usually seen in a text containing practical highlighted strategies unit and lesson plans suggested activities recipes and more core chapters cover social studies including diverse people self and family physical activity and nutrition language development literacy development science 3 separate chapters problem solving and math music and movement creativity art and dramatic activities key changes to this edition include separate chapters on language development and literacy development new tables linking learning activities with specific content area standards streamlined content throughout and new sites

Tools for Tomorrow 2012 planning for your organisation s future is now more important than ever without thinking strategically how can you hope to fulfill your mission and survive in these difficult times strategic planning can be a daunting topic but tools for tomorrow guides you through the process step by step

Rock Breaks Scissors 2014-06-03 a practical guide to outguessing everything from multiple choice tests to the office football pool to the stock market people are predictable even when they try not to be william poundstone demonstrates how to turn this fact to personal advantage in scores of everyday situations from playing the lottery to buying a home rock breaks scissors is mind reading for real life will the next tennis serve go right or left will the market go up or down most people are poor at that kind of predicting we are hard wired to make bum bets on trends and winning streaks that are illusions yet ultimately we re all in the business of anticipating the actions of others poundstone reveals how to overcome the errors and improve the accuracy of your own outguessing rock breaks scissors is a hands on guide to turning life s odds in your favor

Making Sense of Data I 2014-07-02 praise for the first edition a well written book on data analysis and data mining that provides an excellent foundation choice this is a must read book for learning practical statistics and data analysis computing reviews com a proven go to guide for data analysis making sense of data i a practical guide to exploratory data analysis and data mining second edition focuses on basic data analysis approaches that are necessary to make timely and accurate decisions in a diverse range of projects based on the authors practical experience in implementing data analysis and data mining the new edition provides clear explanations that guide readers from almost every field of study in order to facilitate the needed steps when handling a data analysis or data mining project a step by step approach aids professionals in carefully analyzing data and implementing results leadingto the development of smarter business decisions the tools to summarize and interpret data in order to master data analysis are integrated throughout and the second edition also features updated exercises for both manual and computer aided implementation with accompanying worked examples new appendices with coverage on the freely available traceistm software including tutorials using data from a variety of disciplines such as the social sciences engineering and finance new topical coverage on multiple linear regression and logistic regression to provide a range of widely used and transparent approaches additional real world examples of data preparation to establish a practical background for making decisions from data making sense of data i a practical guide to exploratory data analysis and data mining second edition is an excellent reference for researchers and professionals who need to achieve effective decision making from data the second edition is also an ideal textbook for undergraduate and graduate level courses in data analysis and data mining and is appropriate for cross disciplinary courses found within computer science and engineering departments

A Practical Guide to Teaching Music in the Secondary School 2022-08-12 this updated second edition of a practical guide to teaching music in the secondary school provides valuable support guidance and creative new ideas for students and practising teachers who want to develop their music teaching practice written to accompany the successful textbook learning to teach music in the secondary school it explores a range of current issues developments and opportunities within music education the book supports the reader in undertaking practical enquiries across the breadth of the subject to support their critical reflection and the development of their own context relevant strategies and understandings key themes explored include the pedagogy of singing composing improvising performing responding musical literacy music and cross curricular learning using practical examples and reflective activities this book will help you critically examine ways in which you can place pupils at the centre of learning music it is an invaluable resource for those involved in teaching music who are seeking to develop their practical and theoretical understanding whether at a trainee or practising music teacher level

A Practical Guide to Data Mining for Business and Industry 2014-05-12 data mining is well on its way to becoming a recognized discipline in the overlapping areas of it statistics machine learning and ai practical data mining for business presents a user friendly approach to data mining methods covering the typical uses to which it is applied the methodology is complemented by case studies to create a versatile reference book allowing readers to look for specific methods as well as for specific applications the book is formatted to allow statisticians computer scientists and economists to cross reference from a particular application or method to sectors of interest

Practical Guide to Diagnostic Parasitology 2009-04-09 an essential training aid and reference guide for laboratorians includes easy to

the basis for the many types of vipassana or insight meditation found today exquisite in detail yet wholly accessible and relevant for the modern student mindfulness takes us through a profound study of mindfulness of body including the breath postures activities and physical characteristics mindfulness of feelings how the experience of our sense perceptions influences our inner and outer worlds mindfulness of mind learning to recognize skillful and unskillful states of mind and thought mindfulness of dhammas or categories of experience including the five hindrances the six sense spheres and the seven factors of awakening there is a wealth of meaning and nuance in the experience of mindfulness that can enrich our lives in unimagined ways writes goldstein in mindfulness you have the tools to mine these riches for yourself

A Practical Guide to Dragons 2006 the united nations convention on contracts for the international sale of goods cisg is a multilateral treaty governing the rights and obligations of parties to international sales contracts acting as a sort of ucc for international transactions the cisg has been ratified by 63 countries that account for two thirds of all world trade any practitioner working with or for a company selling goods overseas simply must know this law aspen publishers practice oriented a practical guide to the cisg negotiations through litigation organizes the vast array of cisg issues by contract topic making it easy for you to cut to the core of key topics such as whether or not cisg applies entering the contract performance requirements under cisg passing of the risk remedies and damages this highly practical resource delivers features and benefits you won't find anywhere else complete clause by clause analysis of the cisg every provision of the cisg is accompanied by practitioners points of interest providing thorough legal analyses of specific factual patterns as applied to the cisg sample pleadings accompanied by relevant law s provide basic blueprints applicable to particular case patterns includes the list of goods that fall under cisg and those that are excluded all relevant citations are included saving you time and making it unnecessary to search through numerous sources the primary focus how courts have addressed each problem keeps your research on track and always relevant

Mindfulness 2016-03-01 the courage to feel a practical guide to the power and freedom of emotional honesty presents a pragmatic creative and inspiring four step path to emotional mastery and freedom

A Practical Guide to the CISG 2006 this is day one if you're intimidated by the mystique surrounding leadership this book is for you dudley simplifies leadership without denying its complexity demonstrating that leadership in all its forms begins at the same clear and accessible place for everyone what he calls day one day one is when you discover define and start to consistently deliver on your foundational leadership values living that day over and over is what creates leaders and dudley provides the key tools necessary to craft and commit to your own personal day one including a step by step process designed to surface your core leadership values and embed them into your daily behavior a roadmap to behavioral changes proven to increase commitment pride productivity and happiness insights into key leadership values that drive performance and impact sharing the process that led him through battles with alcohol obesity and personal tragedy dudley shows you how to develop a relentless commitment to the daily behaviors that will make you a better executive coach or teacher and how you can inspire others to do the same most of the leadership on the planet comes from people who don't see themselves as leaders

The Courage to Feel 2008-06

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