

Bsbrsk501a Manage Risk Answers

These fun faux matchsticks are printed with prompts and talking points that will get loved ones laughing, connecting, and playing together. A perfect way to liven up family gatherings and road trips, this colorful box of joy makes an extra-sweet gift for Mother's Day or Father's Day.

Since 1995, USC's Center for Effective Organizations (CEO) has conducted the definitive longitudinal study of the human resource management function in organizations. By analyzing new data every three years since then, the Center has been able to consistently chart changes in how HR is organized and managed, while at the same time providing guidance on how professionals in the field can drive firm performance. Global Trends in Human Resource Management, the seventh report from CEO, provides the newest findings about what makes HR successful and how it can add value to organizations today. Edward E. Lawler III and John W. Boudreau conclude that HR is most powerful when it plays a strategic role, makes use of information technology, has tangible metrics and analytics, and integrates talent and business strategies. To adapt to the demands of a changing global marketplace, HR is increasingly required to span the boundaries between its function, the organization as a whole, and the dynamic environment within which it operates. This report tracks changes in a global sample of firms that shows how HR differs across Europe, the U.S., and Asia, providing an international benchmark against which to measure a company's practice and shows how HR can adapt in a rapidly changing landscape.

For the NEW 2020 Exam! AP® World History: Modern Crash Course® A Higher Score in Less Time! REA's Crash Course® is the top choice for AP® students who want to make the most of their study time and earn a high score. Here's why more AP® teachers and students turn to REA's AP® World History: Modern Crash Course®: Targeted, Focused Review- Study Only What You Need to Know REA's new 3rd edition addresses all the latest test revisions taking effect through 2020. We cover only the information tested on the exam, so you can make the most of your valuable study time. Expert Test-taking Strategies and Advice Written by Jay Harmon, a seasoned AP® World History teacher, the book gives you the tips and topics that matter most on exam day. Crash Course® relies on the author's extensive analysis of the test's structure and content. By following his advice, you can boost your score in every section of the test. Practice questions – a mini-test in the book, a full-length exam online. Are you ready for your exam? Try our focused practice set inside the book. Then take our full-length online practice exam to ensure you're ready for test day. If you're cramming for the exam or looking for a concise course review, Crash Course® is the study guide every AP® student needs. About the Author: Jay P. Harmon earned his B.S. and M.Ed. from Louisiana State University, Baton Rouge, Louisiana. He began his teaching career in 1982 and has taught in public and private schools in Louisiana and Texas. Mr. Harmon has taught AP® European History, AP® United States History, and AP® World History. He was an exam essay reader in AP® European History and AP® United States History and has been a table leader and question leader in AP® World History since the exam was first administered in 2002. He served on the AP® World History Test Development Committee from 2003 to 2008. His AP® European History and AP® World History websites (www.harmonhistory.com) have been go-to resources for students and teachers for more than a decade. Since 1998, Mr. Harmon has served as a consultant to the College Board®, holding workshops and summer institutes in the United States and abroad. He has also contributed to the development of several history textbooks.

This Learner Guide addresses the competency BSBMGT401A Show leadership in the workplace. It provides solid underpinning knowledge, plenty of practical examples and workplace scenarios, and the flexibility to be used in a variety of learning environments, such as on-the-job, off-the-job, distant learning or for a combination of these. This Learner Guide will help trainees and students achieve superior learning outcomes with the following learning features: Numerous practical activities linked to competencies Important tips and hints to help students on-the-job Practical examples to show how theory applies to the workplace End-of-chapter assignments and case studies Workplace Projects to allow students to apply theory to a workplace situation Workplace Simulations that are based on case studies and scenarios A glossary of key terms End-of-section tables linking the activities in the Guide to the performance criteria addressed in the section End-of-section tables that link the Employability skills covered. Provides engaging material for learning, designed to increase the participant's interest in the program and likelihood of completion Is written in relevant, easy-to-read language that facilitates learning Provides numerous activities that develop concepts and reinforce skills Provides clear links between learning and practice, including employability skills Can be used in both workplace and classroom training environments. This Learner Guide will help teachers and trainers of the competency standard by: Providing a clear and consistent resource for each participant Giving the necessary underpinning knowledge for each participant minimising the need for further handouts and/or preparation Providing a source of assessment activities and/or a component of a portfolio of evidence when complete

The step-by-step format of this text quickly demystifies UNIX and gives users the skills needed to put UNIX to work immediately. Includes an overview of the system, basic system administration tasks, basic UNIX programming, and more.

Mona Lisa, a Monere woman, is drawn to Dante, the warrior son of a healer, who had been cursed by a high priestess to endure a never-ending cycle of life and death and who wants nothing more than to die at Mona Lisa's hands.

This title provides chapter summaries, detailed illustrations, and a wide variety of self-study questions, exercises, and multiple choice problems (with solutions).

How will governments and courts protect civil liberties in this new era of hacktivism? Ethical Hacking discusses the attendant moral and legal issues. The first part of the 21st century will likely

go down in history as the era when ethical hackers opened governments and the line of transparency moved by force. One need only read the motto “we open governments” on the Twitter page for Wikileaks to gain a sense of the sea change that has occurred. Ethical hacking is the non-violent use of a technology in pursuit of a cause—political or otherwise—which is often legally and morally ambiguous. Hacktivists believe in two general but spirited principles: respect for human rights and fundamental freedoms, including freedom of expression and personal privacy; and the responsibility of government to be open, transparent and fully accountable to the public. How courts and governments will deal with hacking attempts which operate in a grey zone of the law and where different ethical views collide remains to be seen. What is undisputed is that Ethical Hacking presents a fundamental discussion of key societal questions. A fundamental discussion of key societal questions. This book is published in English. - La première moitié du XXI^e siècle sera sans doute reconnue comme l'époque où le piratage éthique a ouvert de force les gouvernements, déplaçant les limites de la transparence. La page twitter de Wikileaks enchâsse cet ethos à même sa devise, « we open governments », et sa volonté d'être omniprésent. En parallèle, les grandes sociétés de technologie comme Apple se font compétition pour produire des produits de plus en plus sécuritaires et à protéger les données de leurs clients, alors même que les gouvernements tentent de limiter et de décrypter ces nouvelles technologies d'encryption. Entre-temps, le marché des vulnérabilités en matière de sécurité augmente à mesure que les experts en sécurité informatique vendent des vulnérabilités de logiciels des grandes technologies, dont Apple et Google, contre des sommes allant de 10 000 à 1,5 million de dollars. L'activisme en sécurité est à la hausse. Le piratage éthique est l'utilisation non-violence d'une technologie quelconque en soutien d'une cause politique ou autre qui est souvent ambiguë d'un point de vue juridique et moral. Le hacking éthique peut désigner les actes de vérification de pénétration professionnelle ou d'experts en sécurité informatique, de même que d'autres formes d'actions émergentes, comme l'hacktivisme et la désobéissance civile en ligne. L'hacktivisme est une forme de piratage éthique, mais également une forme de militantisme des droits civils à l'ère numérique. En principe, les adeptes du hacktivisme croient en deux grands principes : le respect des droits de la personne et les libertés fondamentales, y compris la liberté d'expression et à la vie privée, et la responsabilité des gouvernements d'être ouverts, transparents et pleinement redevables au public. En pratique, toutefois, les antécédents comme les agendas des hacktivistes sont fort diversifiés. Il n'est pas clair de quelle façon les tribunaux et les gouvernements traiteront des tentatives de piratage eu égard aux zones grises juridiques, aux approches éthiques conflictuelles, et compte tenu du fait qu'il n'existe actuellement, dans le monde, presque aucune exception aux provisions, en matière de cybercrime et de crime informatique, liées à la recherche sur la sécurité ou l'intérêt public. Il sera également difficile de déterminer le lien entre hacktivisme et droits civils. Ce livre est publié en anglais.

Celebrate Diwali with this delightful baby board book that little ones will adore. The bright and colorful images in this book are the perfect way to discover Diwali together. From the shining diya lamps that gave the festival its name, to colorful flower decorations, to sweet treats, Baby's First Diwali features all the familiar favorites associated with India's biggest and brightest holiday. An ideal baby gift to develop early learning, the simple pictures and sentences promote language skills, and the small, padded format is perfect for babies to hold. Babies and toddlers will enjoy turning the pages by themselves, helping to foster early reading development as well as fine motor skills. Learn all about the amazing festival of light with your little one! Baby's First Diwali perfectly captures the joy of this special celebration and is an ideal preschool learning introduction to the traditions of the holiday.

“In [D’Amato’s] able hands, Marxist politics come alive and leap before us, pointing a way toward a better world. It’s a knockout.”—Dave Zirin, author of *What’s My Name, Fool?: Sports and Resistance in the United States* In this lively and accessible introduction to the ideas of Karl Marx, with historical and contemporary examples, D’Amato argues that Marx’s ideas of globalization, oppression, and social change are more important than ever. Paul D’Amato is the associate editor of the *International Socialist Review*. His writing has appeared in *CounterPunch*, *Socialist Worker*, and *SelvesandOthers.org*. He is an activist based in Chicago.

Presents a guide to achieving success in college by developing effective study methods.

Useful as a course book or as a self-study guide, this text is essential reading for all international students studying for a British qualification at university. It provides a clear guide to the areas that need to be considered in order to research and produce a well presented and cohesive piece of academic writing. The steps outlined, and the language used, are accessible, and graded to a level that steadily introduces new writing concepts to students studying for a degree in a second or additional language. In particular it covers planning, conducting research, critical thinking, structuring an essay, use of sources and referencing, and feedback and revision.

"Radical Focus is a must-read for anyone who wants to accomplish out-sized results. Christina does a great job showing both the why and the how of OKRs. Avoid the all-too-common mistakes by reading this book first." - Teresa Torres, author *Continuous Discovery Habits* The award-winning author of *The Team That Managed Itself* and *Pencil Me In* returns with a new and expanded edition of her landmark book on OKRs. If you've ever wanted to know how to use OKRs, or why yours might not be working, *Radical Focus* teaches you everything you need to achieve your goals. The author pulls from her experience with Silicon Valley's hottest companies to teach practical insights on OKRs in the form of a fable. When Hanna and Jack receive an ultimatum from the only investor in their struggling tea supply company, they must learn how to employ Objectives and Key Results (OKRs) with radical focus to get the right things done. Using Hanna and Jack's story, Wodtke walks readers through how to inspire a diverse team to work together in pursuit of a single, challenging goal, and how to stay motivated despite setbacks and failures. *Radical Focus* has been translated into six languages and sold more than 50,000 copies. Now, the second edition of her OKR manifesto proves that Wodtke's business strategies are essential in a world where focus seems to be a more and more unreachable goal. The updated version includes 22,000 words of all-new material designed to help OKR users in larger companies create, grade, and manage OKRs in ways that accelerate success and drive rapid organizational learning. Ready to move your team in the right direction? Read this book together, and learn Wodtke's powerful system for attaining your most important goals with radical focus. Praise for the Second Edition "Everything good I've ever learned about OKRs I learned from Christina Wodtke and *Radical Focus*." - Jeff Gothelf, author of *Lean UX*, *Sense & Respond* and *Forever Employable* "A master at getting things done, Christina offers a radically focused way to achieve one's goals through disciplined use of OKRs." - Irene Au, Design Partner at Khosla Ventures "It has been five years since Christina published the first edition of *Radical Focus*. The book has gone on to become a favorite for thousands of product people working to learn how to empower their teams, and utilize the OKR technique... I think you will love [the second edition.] It will inspire you.." - Marty Cagan, author of *Inspired: How to Create Tech Products Customers Love* "Together with Doerr, Grove, and Drucker, Christina Wodtke is one of the four

people who shaped OKR into the powerful tool it is today. With Radical Focus 2.0, she continues to teach us that success is about having an impact, not checking a box." - Felipe Castro, Founder, OutcomeEdge

This second edition enables business students, whatever their major, to see the relevance of economics to their lives and their future careers. The text contains numerous real-world examples drawn from Australia, New Zealand, Asia and other parts of the world. Authors Layton & Robinson from Queensland University of Technology.

'Janey is like a whirlwind of selflessness. A beautiful spirit in a beautiful country doing a beautiful thing. I encourage my children to be more 'Janey'. With more positive spirits like Janey, the world would be a better place.' - Ben Fogle In 2014 and in her mid-twenties, Janey Lowes had been a vet for just two years when she left her home in County Durham and went travelling. Visiting Sri Lanka, she was horrified to see the state of so many of the island's dogs, in particular the three million strays. Over 5,000 miles from home, Janey decided there and then that she was going to move to the island indefinitely and do everything within her power to help them. She raised £10,000 to get started, setting up a charity called WECare Worldwide, and began work. Frightened, determined and excited all at the same time, she found a local who was willing to work with her and began scouring the streets for dogs in need. Some she patched up as best she could at the roadside, others she brought back and treated in a make-shift surgery she had cobbled together in her new home. With very little equipment, she and her small team came up with new and ingenious ways to treat the animals. In this highly inspiring and heartfelt book full of challenges and adventure, Janey introduces us to her world and the tireless work she carries out. As she says, 'I feel as though all these dogs are my dogs and I have a responsibility to them.' In it, we meet many of the colourful characters who have come to offer help, along with innumerable street dogs who have suffered all sorts of trauma and injury, only to be scooped up by Janey and her team and saved.

Is your written English holding you back? What would it mean to your studies or career to be able to write quickly and accurately in English? The habits and study tips in 71 Ways to Practice English Writing: Tips for ESL/EFL Learners are designed to improve your written English quickly and easily. Jackie Bolen and Jennifer Booker Smith have nearly thirty years of experience teaching ESL/EFL. In this book, they have organized the advice they have given countless students to help reach their English writing goals from improving a test score, to getting a job, to writing a work report or email easily in English. In this book, you'll find out how reading more can improve your written English, where to find the best free resources online, and how to make the most of your study time. You'll also find some fun ideas for improving your writing. Pick up 71 Ways to Practice English Writing today and get started. Better English writing is in your future! A ready-to-use toolkit for delivering high-value training in any scenario The Trainer's Handbook is a comprehensive manual for designing, developing, and delivering effective and engaging training. Based on the feedback of workshop participants, readers, and instructors, this new third edition has been expanded to provide guidance toward new technologies, leadership training, distance learning, blended learning, and other increasingly common issues, with new case studies for each chapter. A systematic approach to training breaks the book into five parts that separately target analysis, design, development, delivery, and evaluation, giving you a comprehensive reference designed for quick look-up and easy navigation. New inventories, worksheets, job aids, checklists, activities, samples, and templates help you bring new ideas into the classroom, and updated instructor guide help you seamlessly integrate new and established methods and techniques. Training is increasingly expanding beyond the traditional instructor-led classroom; courses may now be delivered online or offsite, may be asynchronous and self-led, and may be delivered to individuals, small groups, or entire organizations. This book gives you a one-stop reference and toolkit to help you provide more effective training, regardless of class size, structure, subject, or objective. Explore new training styles adapted to different learning styles Design specialized instructional plans for groups, distance learning, and active training Blend creativity, logic and design principles to create more effective visuals Develop strategies for training leaders, training across cultures, and more Effective training means delivering useful information in a way that's accessible, approachable, understandable, and memorable. The Trainer's Handbook gives you the knowledge and framework you need to provide a high-value experience in any training scenario.

The new and updated edition of the classic work on Disruptive HR. The way we work is changing fast, and traditional HR is no longer fit for purpose. Equipping our organizations to meet today's demands requires something very different. This book provides HR professionals with: a compelling case for changing HR practical people solutions for a disrupted world strategies to make the changes they need ways to equip HR with the right capabilities and mindset

Data is your most valuable leadership asset—here's how to use it The Data Driven Leader presents a clear, accessible guide to solving important leadership challenges through human resources-focused and other data analytics. This engaging book shows you how to transform the HR function and overall organizational effectiveness by using data to make decisions grounded in facts vs. opinions, identify root causes behind your company's thorniest problems and move toward a winning, future-focused business strategy. Realistic and actionable, this book tells the story of a successful sales executive who, after leading an analytics-driven turnaround (in Data Driven, this book's predecessor), faces a new turnaround challenge as chief human resources officer. Each chapter features insightful commentary and practical notes on the points the story raises, guiding you to put HR analytics into action in your organization. HR and other leaders cannot afford to overlook the power and competitive advantages of data-driven decision-making and strategies. This book reflects the growing trend of CEOs choosing analytics-minded business leaders to head HR, at a time when workplaces everywhere face game-changing forces including automation, robotics and artificial intelligence. It is urgent that human resources leaders embrace analytics, not only to remain professionally relevant but also to help their organizations successfully navigate this digital transformation. HR professionals can and must: Understand essential data science principles and corporate analytics models Identify and execute effective data analytics initiatives Boost HR and company productivity and performance with metrics that matter Shape an analytics-centric culture that generates data driven leaders Most organizations capture and report data, but data is useless without analysis that leads to action. The Data Driven Leader shows you how to use this tremendous asset to lead your organization higher.

With learning objectives at the beginning of each chapter; exam tips; accurate practice questions; and in-depth explanations; this valuable study guide and on-the-job reference will help you pass your exam and earn the prestigious designation of aPHR. --

No matter what type of business or even nonprofit organization you are managing, a written performance appraisal is good management. Employee reviews can serve as a platform for

employees to bring forth questions and concerns. This can help increase employee dedication, creativity, and job satisfaction. Reviews allow you to evaluate employees for increased responsibilities and future promotions. You will have written records of your employees performance, get more productivity, and clearly set compensation. Employee appraisals are critical to your organization, but are time-consuming to write. This new book and companion CD-ROM is your solution. You will produce professional-quality performance reviews in minutes. The book provides over 199 pre-written employee phrases you can insert into a blank employee appraisal form. The evaluations are professional, constructive, and direct. See the accompanying CD-ROM for 25 different categories to evaluate your employee in. Each category includes at least 8 different phrases you can choose from to describe your employees performance in that category. Pick and choose which categories you would like to include in your employees performance appraisal and how you want to describe your employees performance in that category and then just insert them all into the prepared appraisal form. The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

In *Mordin On Time*, Nick Mordin sets out his method for answering the most fundamental question facing punters in any race, namely: which is the fastest horse? He was timing the sections of races with a stop watch, estimating wind strength and direction, adjusting for movements of running rails, using projected times and calculating average times years before the best-selling American books on speed rating were published. This new edition incorporates much new material, including standard times for all Irish racecourses (plus the major French ones). *Mordin On Time* enables the reader to construct their own speed ratings wherever they live.

Even geniuses change their minds sometimes. Edge (www.edge.org), the influential online intellectual salon, recently asked 150 high-powered thinkers to discuss their most telling missteps and reconsiderations: What have you changed your mind about? The answers are brilliant, eye-opening, fascinating, sometimes shocking, and certain to kick-start countless passionate debates. Steven Pinker on the future of human evolution • Richard Dawkins on the mysteries of courtship • SAM HARRIS on the indifference of Mother Nature • Nassim Nicholas Taleb on the irrelevance of probability • Chris Anderson on the reality of global warming • Alan Alda on the existence of God • Ray Kurzweil on the possibility of extraterrestrial life • Brian Eno on what it means to be a "revolutionary" • Helen Fisher on love, fidelity, and the viability of marriage • Irene Pepperberg on learning from parrots . . . and many others.

It's review time again, and yet you can't find the time or the energy to write those appraisals. You draw a blank when faced with those intimidating HR forms. You struggle to document productivity and behavioral issues. You wish there were an easier way. With *Performance Appraisals That Work*, you'll never fight to find the right words for evaluations again. Chock full of more than 150 sample performance appraisals for all job types, this comprehensive reference guide gives you everything you need to write appropriate evaluations with ease and accuracy - from documenting and rewarding stellar performance to laying the groundwork for disciplinary action. Writing employee performance reviews need never stress you out again. With *Performance Appraisals That Work*, you'll improve the quality of your evaluations, save time and increase your productivity, and stop dreading review time for good.

Mometrix Test Preparation's ASVAB Secrets Study Guide is the ideal prep solution for anyone who wants to pass their Armed Services Vocational Aptitude Battery. The exam is extremely challenging, and thorough test preparation is essential for success. Our study guide includes: Practice test questions with detailed answer explanations Step-by-step video tutorials to help you master difficult concepts Tips and strategies to help you get your best test performance A complete review of all ASVAB test sections Word Knowledge Test Paragraph Comprehension Test Arithmetic Reasoning and Mathematics Knowledge Test General Science Assembling Objects Mechanical Comprehension Mometrix Test Preparation is not affiliated with or endorsed by any official testing organization. All organizational and test names are trademarks of their respective owners. The Mometrix guide is filled with the critical information you will need in order to do well on your ASVAB exam: the concepts, procedures, principles, and vocabulary that the United States Military Entrance Processing Command expects you to have mastered before sitting for your exam. The Word Knowledge Test section covers: Determining word meaning Testing tips The Paragraph Comprehension Test section covers: Comprehension skills Critical thinking skills The Arithmetic Reasoning and Mathematics Knowledge Test section covers: Math basics Geometry basics Probability basics Statistics basics The General Science section covers: Earth and space science Biology Chemistry Physics The Assembling Objects section covers: Assembling objects The Mechanical Comprehension section covers: Velocity Mass Friction Energy Collisions Fluids Lever Gears ...and much more Our guide is full of specific and detailed information that will be key to passing your exam. Concepts and principles aren't simply named or described in passing, but are explained in detail. The Mometrix ASVAB study guide is laid out in a logical and organized fashion so that one section naturally flows from the one preceding it. Because it's written with an eye for both technical accuracy and accessibility, you will not have to worry about getting lost in dense academic language. Any test prep guide is only as good as its practice questions and answer explanations, and that's another area where our guide stands out. The Mometrix test prep team has provided plenty of ASVAB practice test questions to prepare you for what to expect on the actual exam. Each answer is explained in depth, in order to make the principles and reasoning behind it crystal clear. Many concepts include links to online review videos where you can watch our instructors break down the topics so the material can be quickly grasped. Examples are worked step-by-step so you see exactly what to do. We've helped hundreds of thousands of people pass standardized tests and achieve their education and career goals. We've done this by setting high standards for Mometrix Test Preparation guides, and our ASVAB Secrets Study Guide is no exception. It's an excellent investment in your future. Get the ASVAB review you need to be successful on your exam.

This is the third edition of *Economic Principles*, a concise adaptation by Chris Bajada of the successful *Microeconomics* and *Macroeconomics* books by US authors McConnell and Brue (responsible for the number one selling economics texts in the world). These texts have been adapted locally by Jackson, McIver and Wilson and have been selling into the Australian market for over thirty years. *Economic Principles 3e* combines the essential micro and macro elements into one book created to cover a single semester course. It is a low to mid-level text designed for the average student to be able to understand, but without compromising the rigour of the text. It is pedagogically very strong, offering a step-by-step approach to learning but with all the flexibility of a set of six extension chapters allowing lecturers to teach at different levels, according to their students' needs. Responding to market feedback this edition introduces new features as well as reworked existing features. For example, each chapter now has a new end-of-chapter worked case study, 'Bringing it all together', which contains a short case and a series of solved questions to guide students through the process of performing an economic analysis. The content has been updated too, incorporating coverage of the GFC, sustainability and the changing role of regulation, along with updates to all data, and new cases on hot topics such as global warming. *Economic*

Principles offers a blended learning approach that keeps students interested and engaged in everyday economics. There's plenty of hands-on experience for students as they perform economic analyses on data that reflects what is happening in the world economy right now.

The introductory marketing student of today demands an increased level of interactive and innovative teaching, setting the challenge for a new teaching strategy. This book is that new strategy. The authors have completely rewritten the text to produce a revitalised introduction to the principles of marketing.

Take the stress out of giving feedback. To help your employees meet their goals and fulfill their potential, you need to provide them with regular feedback. But the prospect of sharing potentially negative news can be overwhelming. How do you construct your message so that it's not only well received but also expressed in a way that encourages change? Whether you're commending exemplary work or addressing problem behavior, the HBR Guide to Delivering Effective Feedback provides you with practical advice and tips to transform any performance discussion—from weekly check-ins to annual reviews—into an opportunity for growth and development. You'll learn to: Establish trust with your direct reports Assess their performance fairly Emphasize improvement, even in criticism React calmly to a defensive feedback recipient Recognize and motivate star performers Create individualized development plans Arm yourself with the advice you need to succeed on the job, from a source you trust. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

Managing people is the most challenging part of any leader's job. And that job's not getting any easier as the human resources profession grows more dynamic and constantly changes. The Big Book of HR provides any business owner, manager, or HR professional with the most current information to get the most from their talent--from strategic HR-related issues to the smallest tactical detail of managing people. Each topic covered includes information on associated legal issues--such as the recent changes to the Fair Labor Standards Act's overtime regulations--and stories from leading organizations to illustrate the positive impact human resources can have on organizations of any size. Each chapter ends with discussion questions to encourage additional thought. Sample forms and templates plus a list of additional resources are also included. The latest edition of The Big Book of HR includes up-to-date information about how to: Select, engage, and retain the best talent for your organization. Develop attractive and fair compensation and benefits programs. Manage and develop your employees. Resolve conflict and maintain communications throughout the organization. Develop performance-management systems that reflect current trends and best practices. Use technology to effectively manage the human resources function.

The United States Marine Corps is the largest such force on the planet, and yet it is the smallest, most elite section of the U.S. military, one with a long and storied history. Here, in the most current version of the manual used by the Corps itself, is the basic guidebook used by all rifle platoon squad leaders. Discover: . the organization, weapons, capabilities, and limitations of the Marine rifle squad . the squad's role within a platoon and that of the fire teams within the rifle squad . offensive and defensive tactics and techniques . the various patrols squads conduct . numerous charts and illustrations . and much, much more. Military buffs, war-gamers, and anyone seeking to understand how American armed services are being deployed in the ever-changing arena of modern warfare will find this a fascinating and informative document.

Innovating in Product/Process Development demonstrates how to achieve true innovation in product development, and how to launch a new product in the quickest and cheapest way. The new approach to product development proposed in this book is based on the most recent research in the field. It suggests the integration of several tools that are currently only used independently, with the aim of stimulating the creation of innovative ideas in general, and specifically in the areas of product/process improvements and problem solving. Innovating in Product/Process Development explores different aspects of innovation processes in twenty-first century industry from a global economic perspective. It presents in detail several approaches to support these processes, from ICT-based systems to collaborative working environments, all of which will be of interest to MBA or advanced students; researchers; and design teams charged with the creation of new product lines.

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