

A Step By Guide

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Supporting Behavior for School Success Dec 14 2020 Designed for busy teachers and other school-based professionals, this book presents step-by-step guidelines for implementing seven highly effective strategies to improve classroom management and instructional delivery. These key low-intensity strategies are grounded in the principles of positive behavior intervention and support (PBIS), and are easy to integrate into routine teaching practice. Chapters discuss exactly how to use each strategy to decrease disruptive behavior and enhance student engagement and achievement. Checklists for success are provided, together with concise reviews of the evidence base and ways to measure outcomes. Illustrative case examples span the full K-12 grade range. Reproducible intervention tools can be downloaded and printed in a convenient 8 1/2" x 11" size. See also *Managing Challenging Behaviors in Schools*, by Kathleen Lynn Lane et al., which shows how these key strategies fit into a broader framework of prevention and intervention.

Step by Step Guide to OKRs May 07 2020 This "Step by Step Guide to OKRs" is a practical guide to goal setting that offers concrete examples to help you start setting impactful and meaningful goals. This book teaches you how to manage a team better and create a feeling of success.

Digitalvideo for Beginners Dec 26 2021 Digital video cameras have become more affordable and reliable than ever, and with the help of former television producer, editor, and cameraman Colin Barret, new owners of this hot technology can produce a memorable video right at home. Barret offers the fruits of his expertise in a thorough, practical introduction that covers it all. In addition to advice on choosing a camcorder and tips on getting the most out of its features, illustrated tutorials explain how to shoot creatively and master techniques such as point-of-view, close-ups, cutaway shots, and effective lighting. Spice up the sound by incorporating audio tracks, and find out how to create special effects. There's even a detailed description of how to set up a fully functional home editing suite.

A Step-by-Step Guide on Writing the Dissertation Jul 21 2021 This book is a significant step towards helping doctoral learners write better proposals and the final dissertation. The book walks the learner through all the sections of my dissertation and describes, paragraph-by-paragraph, how each section may be written succinctly and correctly. Although my original dissertation was a qualitative single case study, students can relate the step-by-step directions in the book to their own qualitative studies regardless of their specific research design. Although all learners pursuing qualitative studies would benefit from the book, those pursuing a case study design, or a descriptive design would benefit the most. If you are

planning to use the thematic data analysis in your qualitative doctoral research, you will find this book most helpful. I also recommend that you get the 4-Step Thematic Data Analysis with MAXQDA textbook for the complete, step-by-step walk-through of how to analyze your qualitative data. In this book, Chapters 1 through 3 are aimed at those working on the Prospectus and on the Proposal whereas Chapters 4 and 5 are aimed at those working on the final Dissertation.

The OKRs Field Book Apr 29 2022 Take your OKRs coaching skills to the next level with this practical handbook. In *The OKRs Field Book: A Step-by-Step Guide for Objectives and Key Results Coaches*, Ben Lamorte, a seasoned coach and management science expert, provides a structured approach for implementing objectives and key results. This book provides tips and tools that enable you to coach your OKRs clients with confidence. Lamorte analyzes foundational questions that must be answered prior to deploying OKRs and the roles required to sustain an OKRs program. Packed with excerpts from actual OKRs coaching sessions, this step-by-step guide shines a light on the OKRs coaching process. You learn how to help your client refine key results that look like tasks into key results that reflect measurable outcomes. In addition to sample training workshop agendas and coaching emails, Lamorte introduces the first comprehensive list of OKRs coaching questions. The field book covers how to: Structure an OKRs coaching engagement using a three-phased approach. Avoid common pitfalls such as cascading OKRs based on the org chart. Ensure your client asks the right questions at each step of the OKRs cycle. Perfect for external coaches and business mentors looking for a repeatable structure to help their clients succeed with OKRs, *The OKRs Field Book* is also an indispensable resource for internal coaches looking to support their organization's OKRs program.

Botanical Illustration for Beginners Aug 10 2020 A unique and exciting approach to botanical illustration, this beginner guide demonstrates everything you need to know about capturing beautiful botanical specimens on paper. Each exercise guides the reader through a different aspect of botanical illustration, breaking the whole process down into simple, easy-to-follow stages. Whether you are a beginner looking for advice on composition and how to plot out your initial drawings, an experienced artist looking to develop your skills at colour mixing and working with unusual colours, or an old hand looking to capture more challenging and complex textures and shapes, there is something for botanical artists of all levels. Acclaimed artists Rosie Martin and Meriel Thurstan ran the popular botanical painting course at the Eden Project and have filled this fantastically illustrated guide with practical and inspirational worksheets, colour swatches, sketches and stunning finished paintings.

Building Value through Marketing Feb 13 2021 *Building Value through Marketing* provides a hands-on guide to understanding and building compelling marketing plans that create value, not only in profit terms but also for customers and stakeholders. Working step-by-step through strategy development, this book empowers those responsible for creating or managing new products or services to have the right mindset, understand the most important marketing tools that they can use and apply these to create unprecedented levels of value. Founded on the principle of Service Dominant Logic, the book is organized into three key sections: "The Value Mindset," "The 12 Building Blocks of Value," and "Value-Focused Marketing in Action," which walk through the process of value-focused product and service development. The strategies and tools put forward have been tested successfully across multiple industries and countries and are grounded in academic theory, emphasized by real-life case studies throughout. Readers will gain the ability to align their marketing scholarship and practices with the current definition of why a business exists and the role that marketing plays within these business practices. This is essential reading for those studying Marketing Planning and Strategy at Advanced Undergraduate, Postgraduate and MBA levels. Its uniquely applied approach also makes it an excellent guide for marketing practitioners and institutions offering professional qualifications.

Motherhood ? Is It for Me? Jun 19 2021 "Deciding yes or not to motherhood can be fraught with confusion, pain, and loneliness. Many a woman is undecided about arguably the most important life-defining decision she'll make in her lifetime. With the 'Motherhood -- Is it for me?' program, the authors of this book, both dedicated and seasoned psychotherapists, created a process that has helped countless women over the last 25 years. Finally available in print, this program is the perfect resource for closely examining ambivalence around this crucial life choice. Through precise steps, readers are guided on their own personal journeys toward deeper understanding and learn what they really want. The process even allows a woman who is experiencing extremely painful immobilization to find her way through to her true desire. The authors know from their professional experience that an analytical pros-and-cons approach often fails to successfully answer this most personal question. Interspersed throughout this book are twenty diverse stories of women who made conscious choices, half deciding yes and half deciding no. Their stories -- and sometimes advice -- create a valuable community that provides support to every reader, breaking the isolation they may feel."--Book cover.

Permaculture Design Sep 22 2021

Small Business Owners Survival Guide Aug 29 2019 This book is a practical step by step guide to starting,expanding and improving your small business.

Weber's Ultimate Grilling Jan 03 2020 The most highly instructive and visually engaging grilling book on the market, from the experts at Weber, with more than 100 all-new recipes and over 800 photos

R Mar 05 2020 Learn R Programming Today With This Easy, Step-By-Step Guide! Do you want to learn R Programming? Do you get overwhelmed by complicated lingo and want a guide that is easy to follow, detailed and written to make the process enjoyable? If so, "R: Easy R Programming for Beginners - Your Step-By-Step Guide To Learning R

Programming" by Felix Alvaro is THE book for you! It covers the most essential topics you must learn to begin programming with R. With more than two million global users, the R language is rapidly turning into a top programming language specifically in the space of data science as well as statistics. What you are going to learn in this step-by-step beginner's guide is how to master the fundamentals of such a gorgeous open-source programming language which includes vectors, data frames and lists. Not only is the language growing in popularity, but the demand for R Programmers is also rising, with skilled programmers getting paid an average annual salary of \$115,000 per year! What Separates This Book From The Rest? What separates this book from all the others out there is the approach to teaching. A lot of the books you will stumble upon simply throw information at you, leaving you confused and stuck. We believe that books of this nature should be easy to grasp and written in jargon-free English you can understand, making you feel confident and allowing you to grasp each topic with ease. To help you achieve this, the guide has been crafted in a step-by-step manner which we feel is the best way for you to learn a new subject, one step at a time. It also includes various images to give you assurance you are going in the right direction, as well as having exercises where you can proudly practice your newly attained skills. You Will Learn The Following: The history of R programming and its benefits How to install R & R Studio and work with code editors The fundamentals of R syntax Function & Arguments R Programming with user packages Organizing data in Vectors Working with Data-Frames and Matrices Creating Lists Effective coding in R Controlling Logical Flow Working with base graphics Creating Faceted graphics using Lattice And much more! So don't delay it any longer. Take this opportunity and invest in this guide now. You will be amazed by the skills you will quickly attain! Buy This Guide Now! See you inside!

Trading Commodities and Financial Futures Mar 17 2021 As an asset class, commodities are now as important as stocks and bonds – and with rapid growth in demand, profit opportunities in commodities are larger than ever. But today's computer-driven markets are volatile and chaotic. Fortunately, you can profit consistently – and this tutorial will show you how. Building on more than 30 years of market success, George Kleinman introduces powerful trend-based techniques for consistently trading in your “sweet spot” for profits. Kleinman reveals exactly how the commodities markets have changed – and how you can use consistent discipline to avoid “shark-infested waters” and manage the market's most dangerous risks. Ideal for every beginning-to-intermediate level trader, speculator, and investor, this guide begins with the absolute basics, and takes you all the way to highly-sophisticated strategies. You'll discover how futures and options trading work today, how trading psychology impacts commodity markets even in an age of high-frequency computer trading, and how to avoid the latest pitfalls. Kleinman offers extensively updated coverage of electronic trading, today's contracts, and advanced trading techniques – including his exclusive, powerful Pivot Indicator approach. Three previous editions of this tutorial have become international best-sellers. But the game has changed. Win it the way it's played right now, with *Trading Commodities and Financial Futures, Fourth Edition* .

Law Dissertations Mar 29 2022 *Law Dissertations: A Step-by-Step Guide* provides you with all the guidance and information you need to complete and succeed in your LLB, LLM or law-related dissertation. Written in a simple, clear format and with plenty of tools to help you to put the theory into practice, Laura Lammasniemi will show you how to make writing your law dissertation easy, without compromising intellectual rigour. As well as explaining the process of research and outlining the various legal methodologies, the book also provides practical, step-by-step guidance on how to formulate a proposal, research plan, and literature review. Unlike other law research skills books, it includes a section on empirical research methodology and ethics for the benefit of students who are studying for a law-related degree. Packed full of exercises, worked examples and tools for self-evaluation, this book is sure to become your essential guide, supporting you on every step of your journey in writing your law dissertation.

Bookbinding May 19 2021 The craft of bookbinding has a long history and tradition. It has developed through the ages and is now enjoying a period of renewed popularity and creativity. Whether you are a beginner or an established bookbinder wishing to refresh your memory, this practical book introduces the techniques with step-by-step instructions and photographs. It explains how to transform a few sheets of paper and some thread into a book to be proud of. For the more experienced, the author also covers how to work with leather to create classic, professional bindings. Topics covered include single-section bindings; paperback and hardback; multi-section bindings; full cloth case, photograph album, quarter leather binding with paper or cloth-covered sides, and wrap-around structure; containers; phase box, slipcase and portfolio case. Lavishly illustrated with over 300 colour photographs. *Mastering Product Management: A Step-By-Step Guide* Sep 30 2019 *Mastering Product Management: A Step-by-Step Guide* offers practical, real-world advice on how to create and capture value as a Product Manager. It covers the full product life cycle, from idea discovery through end-of-life. Each section is scannable and concise, around two to three pages. Rather than diving deep into the theoretical background of a given area, it serves as a checklist of the key steps a Product Manager should take to complete a given task. - Source new ideas that succeed - Set a compelling product vision and strategy - Search for profitable new business models - Become a market expert - Effectively manage roadmaps - Ensure a successful product launch - Understand value and price profitably - Build and manage high-performance teams - And much more! This book is a convenient reference guide that you can use throughout your workday. It's meant for Product Managers of all levels and for anyone wishing to understand what it takes to define, develop, launch, and market new products successfully.

Research Methodology May 31 2022 Designed with students, for students Eight steps, two pathways, one book. The Fifth Edition of the bestseller *Research Methodology* has reimagined, redesigned, and fully renovated how a textbook can help students achieve success in their methods course or research project. Eight steps: Foolproof for any beginner

researcher, the book breaks the process of designing and doing a research project into achievable stages. It delivers students from research problem to their written research report at the pace they need, with clear explanations, DIY tasks, helpful visualizations and study skills support. Two pathways: With an innovative, beautiful design, regular progress checkpoints have been built into the book and its online resources. As students proceed through the 8 steps, each chapter provides regular opportunities for students to check understanding or give themselves a challenge. Each pathway then gives them the resources they need. Confused? Stop, practise with quizzes and flashcards, or use a video to look at a concept a different way. Up for a challenge? Access a wealth of additional material including research articles, readings, case studies, activities, bibliography tools and inspiration to pursue your curiosity, impress your lecturer, and nail your assignments. With this one book, every student gets what they need to succeed. It is the perfect essential text for students and beginner researchers across the social sciences.

Learning SQL Feb 25 2022 Step-by-step examples and exercises help readers gain proficiency with SQL in this tutorial for those with little or no experience with databases or SQL. Material starts with simple Oracle SQL concepts and progresses to more complex query development and PL/SQL, covering SQL as it is invoked via SQL

Research Methodology Nov 12 2020 Written specifically for students with no previous experience of research and research methodology, the Third Edition of Research Methodology breaks the process of designing and doing a research project into eight manageable steps and provides plenty of examples throughout to link theory to the practice of doing research. The book contains straightforward, practical guidance on: - Formulating a research question - Ethical considerations - Carrying out a literature review - Choosing a research design - Selecting a sample - Collecting and analysing qualitative and quantitative data - Writing a research report The third edition has been revised and updated to include extended coverage of qualitative research methods in addition to the existing comprehensive coverage of quantitative methods. There are also brand new learning features such as reflective questions throughout the text to help students consolidate their knowledge. The book is essential reading for undergraduate and postgraduate students in the social sciences embarking on qualitative or quantitative research projects.

Effective Difficult Conversations Sep 10 2020 In an information landscape where change is the status quo, difficult conversations come with the territory. Being a library leader means knowing how to confidently steer these conversations so that they lead to productive results instead of hurt feelings, resentment, or worse. Employees in a library will also encounter conflict, especially during times of change. Using a step-by-step process, this book walks readers through learning the skills to have effective difficult conversations that hold themselves and others accountable. Practice activities throughout the book will help readers feel prepared beforehand. After reading this book, library directors, managers, administrators, and team leaders will feel empowered to proactively identify situations that require an intervention in order to avoid unnecessary complications or confrontations down the line; prepare for and initiate a difficult conversation, balancing a clear message with compassion to successfully manage change or handle personnel issues; diffuse volatile emotions by maintaining a calm, measured approach; and follow up a difficult conversation in writing, keeping the lines of communication open to ensure a way forward. Illustrated with real-world examples of both successful and unsuccessful difficult conversations, this book will serve as an important leadership tool for handling change and conflicts in the library workplace.

12 Step Guide For The Self-Help Book Addict Nov 05 2022 This book is a 12-step guide for the self-help book "addict" (someone who collects and owns bookshelves full of personal development and self-help books yet never feels helped). The basis for this book is about choosing your reality versus it choosing you, taking inspired action versus reading about it all the time. The goal with this book is to make you think about your life, what you want out of your life, and how you're filtering and choosing your reality on a daily basis. By the end of it, you'll have the ability to not only shift your mindset, but choose the life you want, not because a book forces you to do it, but because you DECIDE.

How to Use SPSS® Aug 22 2021 How to Use SPSS® is designed with the novice computer user in mind and for people who have no previous experience of using SPSS. Each chapter is divided into short sections that describe the statistic being used, important underlying assumptions, and how to interpret the results and express them in a research report. The book begins with the basics, such as starting SPSS, defining variables, and entering and saving data. It covers all major statistical techniques typically taught in beginning statistics classes, such as descriptive statistics, graphing data, prediction and association, parametric inferential statistics, nonparametric inferential statistics and statistics for test construction. More than 250 screenshots (including sample output) throughout the book show students exactly what to expect as they follow along using SPSS. The book includes a glossary of statistical terms and practice exercises. A complete set of online resources including video tutorials and output files for students, and PowerPoint slides and test bank questions for instructors, make How to Use SPSS® the definitive, field-tested resource for learning SPSS. New to this edition: Fully updated to SPSS 24 and IBM SPSS Statistics Cloud New chapter on ANOVA New material on inter-rater reliability New material on syntax Additional coverage of data entry and management

A Step-by-Step Guide to Exploratory Factor Analysis with R and RStudio Apr 05 2020 This is a concise, easy to use, step-by-step guide for applied researchers conducting exploratory factor analysis (EFA) using the open source software R. In this book, Dr. Watkins systematically reviews each decision step in EFA with screen shots of R and RStudio code, and recommends evidence-based best practice procedures. This is an eminently applied, practical approach with few or no formulas and is aimed at readers with little to no mathematical background. Dr. Watkins maintains an accessible tone throughout and uses minimal jargon and formula to help facilitate grasp of the key issues users will face while applying EFA,

along with how to implement, interpret, and report results. Copious scholarly references and quotations are included to support the reader in responding to editorial reviews. This is a valuable resource for upper-level undergraduate and postgraduate students, as well as for more experienced researchers undertaking multivariate or structure equation modeling courses across the behavioral, medical, and social sciences.

StepWise Jul 01 2022 Any parent who has helped to raise stepchildren knows that it may very well be the single greatest challenge of getting remarried. It's hard to know exactly how to handle the uncomfortable, unpredictable, and sometimes seemingly unmanageable situations that accompany the inauspicious title of stepparent. Finally, an easygoing handbook for in-the-dark stepparents is here in StepWise; the no-nonsense, no-psychobabble, down-to-earth, practical, and funny guide to dealing with stepchildren in a friendly, sensible, sometimes funny way. Coauthors James Dale and his stepdaughter, Alex Schapiro, offer their insights in a unique, bite-sized format. One of the most important lessons of their experience is that you'll need your sense of humor, so they tackle this serious subject with levity. They realize raising stepchildren isn't world peace. It just sometimes seems as hard to achieve.-----

Satir Step by Step Jan 27 2022 Annotated transcript of Satir conducting family therapy -- showing what she's thinking and how she selects a particular phrase or intervention -- and then an account of her theoretical foundations and methods.

A Step-by-Step Guide to Qualitative Data Coding Nov 24 2021 A Step-by-Step Guide to Qualitative Data Coding is a comprehensive qualitative data analysis guide. It is designed to help readers to systematically analyze qualitative data in a transparent and consistent manner, thus promoting the credibility of their findings. The book examines the art of coding data, categorizing codes, and synthesizing categories and themes. Using real data for demonstrations, it provides step-by-step instructions and illustrations for analyzing qualitative data. Some of the demonstrations include conducting manual coding using Microsoft Word and how to use qualitative data analysis software such as Dedoose, NVivo and QDA Miner Lite to analyze data. It also contains creative ways of presenting qualitative findings and provides practical examples. After reading this book, readers will be able to: Analyze qualitative data and present their findings Select an appropriate qualitative analysis tool Decide on the right qualitative coding and categorization strategies for their analysis Develop relationships among categories/themes Choose a suitable format for the presentation of the findings It is a great resource for qualitative research instructors and undergraduate and graduate students who want to gain skills in analyzing qualitative data or who plan to conduct a qualitative study. It is also useful for researchers and practitioners in the social and health sciences fields.

How to Manage a Family Run Business Oct 12 2020 _____ Includes 10 Free Bonuses This guide will walk you step by step through all the essential phases of managing a successful family owned business. No small business is easy to manage, and this is especially true in a family business. It is subject to all the problems that beset small companies plus those that can, and often do, arise when relatives try to work together. This book will show you exactly how to initiate and maintain sound family business management practices. It describes what is to be done and under what circumstances in order to prevent some of the confusion and conflicts that may be perpetuated by self centered family members. Such relatives sometimes regard the company as existing primarily to satisfy their desires. Here's what's in the book: * 25 essential family business strategies - complete, step by step instructions, this is must-know must-do information; ignore it and you stand a good chance to fail. You get specifically designed instructions for each strategy. * Understanding the family business - gain deep understanding of what makes a family business tick. Important factors that you must be aware of that will keep you from costly mistakes when managing a family business. * How to balance family and business goals - an amazingly simple, low cost technique that will make your family business so much more effective and efficient. * Common problems in managing a family business and how to solve them - This topic alone will save you many times the cost of this book * How to choose a successor Get These 10 Free Bonuses (a Limited Time Offer) Place your order by the end of this month and I will also include instant download instructions for the following free gifts: #1 How to Be a Good Manager and Leader; 120 Tips to improve your Leadership Skills (Leadership Video Guide). Here's how to be the boss people want to give 200 percent for. #2 Small Business Management: Essential Ingredients for Success (eBook Guide) Discover scores of business management tricks, secrets and shortcuts. #3 How to Manage Yourself for Success; 90 Tips to Better Manage Yourself and Your Time (Self Management Video Guide) In this video you'll discover 90 powerful tips and strategies to better manage yourself for success. #4 80 Best Inspirational Quotes for Success (Motivational Video Guide) Here's a collection of the best 80 motivational quotes for success in life. #5 Top 10 Habits to Adopt From Highly Successful People (Self Growth Video Guide) In this video you'll discover the top 10 habits of highly successful people that you can adopt and achieve success in your life. #6 Personal Branding: How to Make a Killer First Impression (Self Promotion Video Guide) In this video you'll discover the ten most effective things you can do to make the best first impression possible. #7 How to Advance Your Career 10 Times Faster (Career Advancement Video Guide) In this video you'll discover 10 powerful strategies to advance your career faster. #8 How to Get Success in Life; 10 Strategies to Attract the Life You Want (Self Actualization Video Guide) In this video you'll discover 10 powerful strategies to attract the life you want. #9 A Comprehensive Package of Business Tools Here's a collection featuring dozens of business related templates, worksheets, forms, and plans. #10 How to Deal with Difficult Employees (Managing People Video Guide)

Step by Step Guide Book on Home Plumbing Dec 06 2022

A Step-by-Step Guide to Qualitative Data Coding Jul 09 2020 A Step-by-Step Guide to Qualitative Data Coding is a comprehensive qualitative data analysis guide. It is designed to

help readers to systematically analyze qualitative data in a transparent and consistent manner, thus promoting the credibility of their findings. The book examines the art of coding data, categorizing codes, and synthesizing categories and themes. Using real data for demonstrations, it provides step-by-step instructions and illustrations for analyzing qualitative data. Some of the demonstrations include conducting manual coding using Microsoft Word and how to use qualitative data analysis software such as Dedoose, NVivo and QDA Miner Lite to analyze data. It also contains creative ways of presenting qualitative findings and provides practical examples. After reading this book, readers will be able to: Analyze qualitative data and present their findings Select an appropriate qualitative analysis tool Decide on the right qualitative coding and categorization strategies for their analysis Develop relationships among categories/themes Choose a suitable format for the presentation of the findings It is a great resource for qualitative research instructors and undergraduate and graduate students who want to gain skills in analyzing qualitative data or who plan to conduct a qualitative study. It is also useful for researchers and practitioners in the social and health sciences fields. heir findings Select an appropriate qualitative analysis tool Decide on the right qualitative coding and categorization strategies for their analysis Develop relationships among categories/themes Choose a suitable format for the presentation of the findings It is a great resource for qualitative research instructors and undergraduate and graduate students who want to gain skills in analyzing qualitative data or who plan to conduct a qualitative study. It is also useful for researchers and practitioners in the social and health sciences fields.

Step-by-step Guide to Correct English Oct 24 2021 A diagnostic test and practice exercises cover basic grammar, punctuation, and sentence structure.

The Complete Book of Sewing Oct 04 2022 Packed with computer-aided designs, information on new types of fabrics, and specially commissioned photos, this comprehensive guide maintains its original appeal, while enticing a whole new generation of readers.

The Step-By-Step Guide to Build Your Brand Jan 15 2021

If you're looking for straight talk on branding-what it is, what it isn't, and how it's done-this book is for you. Branding your company takes more than adding a logo. This book walks you through how to: * Build a memorable brand identity * Create strong messaging that connects with customers * Identify and communicate your differentiators * Attract customers who share your vision To create a brand, you need to project a vision and reputation worthy of loyalty. Use the sixteen steps in this book to build your brand, and transform your business into a strong competitor that will attract the target customers you've been searching for.

Urdu: A step by step guide part 1 Jan 07 2023

Lean Maintenance Oct 31 2019 The book is about applying Lean manufacturing principles to industrial maintenance in order to improve the efficiency and be able to do more with the same (or less) resources. By industrial maintenance we mean the maintenance that takes place in factories and industrial facilities. The book is the result of multiple improvement projects carried out by the authors in various industrial settings and sectors in the past 10 years. The approach works and can be applied in any industry. It yields results without investment. The book is a step-by-step guide that takes the reader through the maintenance process, from equipment failure to finished repair. In each step of the process, the typical inefficiencies are explained and tools are given to improve the process. The book is meant to be used as a guide in an improvement journey. The improvement approach presented in the book is very close to the shop floor and instructs the reader to engage with all team members in the maintenance department in every step of the process, in order to make the improvements sustainable. If one looks at the main market indexes, between one third and one half of companies on those indexes belong to the industrial sector: automotive, power generation, basic materials, chemicals, consumer goods, et cetera. Those companies spend on average 2 – 5% of plant replacement value per year on maintenance. About one third of this cost is maintenance labor. The maintenance work that gets done every day in factories around the world is typically inefficient, from a Lean perspective: time is wasted, different tasks are not properly coordinated, job durations are overestimated and job plans, when they exist, are thus "inflated" to cover up the inefficiency. All this happens because maintenance tends to be the "forgotten" area of efficiency in industrial companies, as much of the improvements are carried out on the (literally) productive areas of the factories. When companies set out to "improve" maintenance, they typically do it through budget cuts that can risk the reliability of the equipment. The authors believe there is a better way to do more with the same resources through a careful review of the current way of working and the introduction of Lean. With this book, the authors try to bring to maintenance managers and practitioners the tools they need to quickly improve efficiency (in a matter of weeks) without any investment.

Gold Standard Sustainability Reporting Jun 07 2020 This highly practical and concise book shows you how to undertake a reporting process and produce a sustainability report in line with the new standards and frameworks presented by the International Integrated Reporting Council (IIRC) and the Global Reporting Initiative (GRI). Fully updated to ensure compliance with the new standards, this second edition shows how to actually produce a sustainability report as well as the key processes in the planning: how to produce a business case; the development of actions plans; process and team leadership; and generating cross-functional buy-in. Templates are provided for certain steps in order to simplify the tasks involved at each point in the process. Anyone involved in delivering or developing a process to embed sustainability reporting for an organisation will find this book invaluable, for example, chief sustainability officers, chief financial officers and company secretaries. It will also be of interest to students in the field of sustainability.

Watercolors Aug 02 2022 "This book consists of step-by-step projects that can either be replicated as a lesson in composition, or used as a study of technique for inspiration in painting individual projects" --back cover.

How to Do a Systematic Literature Review in Nursing Apr 17 2021 A step-by-step guide to doing a literature review in nursing, or related healthcare professions.

Program Evaluation Dec 02 2019 Need to make changes in your organization? Not sure how to go about it? A program evaluation makes a great start! Program Evaluation: A Step-By Step Guide provides practical tips for developing and implementing your own evaluations! Whether you want to improve an existing program, identify new program directions, or prove that you have met your stated goals, this book can help you do that. You will learn how to: * Write compelling questions * Collect, organize and analyze data and * Report the results This practical manual includes helpful tips to develop evaluations, tables illustrating evaluation approaches, evaluation planning and reporting templates AND resources if you want more information.

The Designing for Growth Field Book Sep 03 2022 Designing for Growth: A Design Thinking Tool Kit for Managers (D4G) showed how organizations can use design thinking to boost innovation and drive growth. This updated and expanded companion guide is a stand-alone project workbook that provides a step-by-step framework for applying the D4G tool kit and process to a particular project, systematically explaining how to address the four key questions of the design thinking approach. In the field book, Jeanne Liedtka, Tim Ogilvie, and Rachel Brozenske guide readers through the design process with reminders of key D4G takeaways as they progress. Readers learn to identify an opportunity, draft a design brief, conduct research, establish design criteria, brainstorm, develop concepts, create napkin pitches, make prototypes, solicit feedback from stakeholders, and run learning launches. This second edition is suitable for projects in business, nonprofit, and government contexts, with all-new tools, practical advice, and facilitation tips. A new introduction discusses the relationship between strategy and design thinking.

Helping Your Child With Extreme Picky Eating Feb 02 2020 Is your child an extremely picky eater? Do you worry that he or she might not be getting the nutrients they need? In *Helping Your Child with Extreme Picky Eating*, a family doctor offers a clinically proven program to help you support healthy and balanced eating habits in your child, maintain their healthy weight, and end meal-time anxiety once and for all. Having a child with extreme picky eating habits can be both frustrating and worrisome?especially if you are concerned your child isn't getting the nutrition they need to grow, stay healthy and strong, and thrive. And if your child has a feeding or selective eating disorder (SED), they may simply refuse to eat a number of foods altogether. To make matters worse, children with feeding disorders often experience anxiety, anger, and may be suspicious or untrusting of adults who pressure, trick, and even force them to eat. This book provides a clinically proven program called STEPS (Supportive Treatment of Eating in Preschoolers) that will help you get your child's feeding disorder or SED under control. In addition, you'll find a number of practical strategies you can use for dealing with food aversion, low appetite, sensory challenges, autism spectrum-related food disorders, super-tasters, oral motor delay, acid reflux, and food allergies. If your child has a feeding or selective eating disorder, you need powerful solutions you can use right now. This book will prove an invaluable guide to help restore peace to your dinner table.