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The Certified Six Sigma Black Belt Handbook - T.M. Kubiak 2016-12-16
A comprehensive reference manual to the Certified Six Sigma Black Belt Body of Knowledge and study guide for the CSSBB exam.

Professional Practice for Foundation Doctors - Judy McKimm 2011-07-01
This book is designed to support trainee doctors during the Foundation Stage of postgraduate training, including preparation and application for Specialty Training posts, and covers the generic (non-clinical) aspects of postgraduate education, training and professional development. It shows trainees how the 'generic skills' fit into professional practice and development and how the knowledge base provided by the book underpins professional practice. The book will assist the development of the knowledge, skills and competences required for good medical practice and uses case studies, activities and policy examples to illustrate key learning points.

Quality Standards for Highly Effective Government - Richard Mr Mallory 2018-04-27
A seminal work for the public sector, Quality Standards for Highly Effective Government (Second Edition) redefines what is expected and what is required for excellence in management. The practices presented here also benefit non-profit organizations, and indeed any organization in which services are not directly rewarded by a purchase transaction. The book introduces three new performance standards that frame the value add of management, for processes, systems, and aligned leadership objectives. Along with defining known best practices, these standards create an imperative for the use of Lean and continuous quality improvement as a foundation for good management, built onto that defined structure. These standards also create a means to recognize and reward those managers who build and regularly use this framework. Measurable quality standards are necessary for government, because there is no free market incentivizing government managers for efficiency, and there is no direct penalty for offices that provide poor service. The oversight of government is left to elected officials, who often only get generalized and high level feedback and then only on failure. Where there is failure, the usual response of leadership is to change leadership or to restructure offices. But these actions never get to the level of the workers on the ground, and cannot change whether they have or are currently using best practice modeling. Richard Mallory both defines and shows the logic behind the process management standard, the system management standard, and the aligned leadership objectives standard, and how these apply to front line managers, program and executive managers, and even to elected leaders. Because these standards are measurable and auditable, they can form the basis of an integrated scorecard for every government agency in the world, and a roadmap on how to obtain maximum value from each of them. The credibility of these standards is underwritten and proven through their adoption by the Government Division of the American Society for Quality, and international best practice standards for governments worldwide.

Lean Six Sigma Business Transformation For Dummies - Roger Burghall 2014-07-30
Use Lean Six Sigma to transform your business. Lean Six Sigma is a powerful method for improving both theefficiency and quality of projects and operations. In this newbook, the team that bought you Lean Six Sigma For Dummiesshows you how to take Lean Six Sigma to the next level and managecontinual change in your organization. You'll learn to design aroadmap for transformation that's tailored to your businessobjectives; develop and implement processes that eliminate wasteand variation across the company; synchronize your supply chain;and successfully deploy Lean Six Sigma over time. Lean Six Sigma

Business Transformation For Dummies showsyou how to: Define your transformation objectives and create a bespoke'Transformation Charter' for your organization. Assess your company's readiness for transformation. Establish a 'Transformation Governance System' to help youmanage the transformation programme effectively. Bring your people with you! Plan and achieve the culturalchange needed to make the transformation process successful. Join up the dots between planning and effective execution withStrategy Deployment. Deploy a 'Continuous Improvement' toolkit to achieve everydayoperational excellence. Sustain the transformation programme and widen the scope acrossthe organization (including deploying to the supply chain). Adopt a 'Capability Maturity Approach' to drive businessimprovement – recognizing that change is a continuoustransformational journey, just as pioneers like Toyota havedone. Use a range of Lean Six Sigma Tools – using the righttools, at the right time (and in the right order!) enablescontinuous improvement by eliminating waste and processvariation.

The Textbook of Total Quality in Healthcare - A. F. Al-Assaf 1993-09-01
Until now, no textbook on TQ has emerged that was written specifically for the healthcare industry. The Textbook of TQ in Healthcare is the first true text prepared by healthcare professionals for healthcare professionals. It provides a discussion of the tools, techniques and principles of TQ. Academic programs will find this text very useful for courses in TQ, quality management, general and strategic management and leadership.The Textbook is also an excellent reference for students and professionals in medicine, nursing, allied health services, pharmacy and healthcare administration. The Textbook of TQ in Healthcare starts with an introduction and history of TQ and its movement from the manufacturing sector to the healthcare industry. Quality is then discussed as a major cornerstone of the healthcare delivery system. Principles, methods for implementation and the tools for assessing TQ progress are described. The Textbook concludes with a section on comparative analysis of TQ with other management philosophies. Also presented are a case study of a major healthcare facility that has actually implemented TQ and an excellent collection of articles that further expand the understanding of TQ.

Systems Engineering - Sandra Furterer 2021-12-15
This book provides a guide for systems engineering modeling and design. It focuses on the design life cycle with tools and application-based examples of how to design a system, focusing on incorporating systems principles and tools to ensure system integration. It provides product-based and service system examples to understand the models, tools, and activities to be applied to design and implement a system. The first section explains systems principles, models, and architecture for systems engineering, lifecycle models, and the systems architecture. Further sections explain systems design, development, and deployment life cycle with applications and tools and advanced systems engineering topics. Features: Focuses on model-based systems engineering and describes the architecture of the systems design models. Uses real-world examples to corroborate different and disparate systems engineering activities. Describes and applies the Vee systems engineering design methodology, with cohesive examples and applications of designing systems. Discusses culture change and the skills people need to design and integrate systems. Shows detailed and cohesive examples of the systems engineering tools throughout the systems engineering life cycle. This book is aimed at graduate students and researchers in systems engineering, modeling and simulation, any major engineering discipline, industrial engineering, and technology.

A Guide to the Business Analysis Body of Knowledger - IIBA 2009
"Business analysis involves understanding how organizations function to

accomplish their purposes and defining the capabilities an organization requires to provide products and services to external stakeholders. ... [This guide contains] a framework that describes the business analysis tasks that must be performed in order to understand how a solution will deliver value to the sponsoring organization." - page 3.

The Certified Quality Process Analyst Handbook, Second Edition - Chris Christensen 2013-12-13

Curriculum Leadership - Leo H. Bradley 2017-12-06
This 2nd edition presents strategies and answers questions, based on research and best practices, on how to develop curriculum and instruction, from philosophical base through assessment, to ensure excellence in curriculum beyond boiler plate standards. Current vocabulary describes this process as Value Added. However, since the current political paradigm requires school systems to map the curriculum to state and national assessments, attention is also given to curriculum mapping, pacing guides and other contemporary strategies designed to meet common cores, and other accountability issues. The book provides a process for school systems to follow in order to maximize teacher expertise and involvement, which creates the highest level of ownership and responsiveness from those charged with instruction and assessment. The text is a platform to encourage and enable school systems and universities to lead curriculum, instruction, and assessment that addresses, but goes beyond boiler plate standards, moves away from "teaching to the test," and toward critical thinking, innovative thinking, and maximizing student potential.

Fundamentals of Manufacturing, Third Edition - Philip D. Rufe 2013
Fundamentals of Manufacturing, Third Edition provides a structured review of the fundamentals of manufacturing for individuals planning to take SME'S Certified Manufacturing Technologist (CMfgT) or Certified Manufacturing Engineer (CMfgE) certification exams. This book has been updated according to the most recent Body of Knowledge published by the Certification Oversight and Appeals Committee of the Society of Manufacturing Engineers. While the objective of this book is to prepare for the certification process, it is a primary source of information for individuals interested in learning fundamental manufacturing concepts and practices. This book is a valuable resource for anyone with limited manufacturing experience or training. Instructor slides and the Fundamentals of Manufacturing Workbook are available to complement course instruction and exam preparation. Table of Contents Chapter 1: Mathematics Chapter 2: Units of Measure Chapter 3: Light Chapter 4: Sound Chapter 5: Electricity/Electronics Chapter 6: Statics Chapter 7: Dynamics Chapter 8: Strength of Materials Chapter 9: Thermodynamics and Heat Transfer Chapter 10: Fluid Power Chapter 11: Chemistry Chapter 12: Material Properties Chapter 13: Metals Chapter 14: Plastics Chapter 15: Composites Chapter 16: Ceramics Chapter 17: Engineering Drawing Chapter 18: Geometric Dimensioning and Tolerancing Chapter 19: Computer-Aided Design/Engineering Chapter 20: Product Development and Design Chapter 21: Intelllectual Property Chapter 22: Product Liability Chapter 23: Cutting Tool Technology Chapter 24: Machining Chapter 25: Metal Forming Chapter 26: Sheet Metalworking Chapter 27: Powdered Metals Chapter 28: Casting Chapter 29: Joining and Fastening Chapter 30: Finishing Chapter 31: Plastics Processes Chapter 32: Composite Processes Chapter 33: Ceramic Processes Chapter 34: Printed Circuit Board Fabrication and Assembly Chapter 35: Traditional Production Planning and Control Chapter 36: Lean Production Chapter 37: Process Engineering Chapter 38: Fixture and Jig Design Chapter 39: Materials Management Chapter 40: Industrial Safety, Health and Environmental Management Chapter 41: Manufacturing Networks Chapter 42: Computer Numerical Control Machining Chapter 43: Programmable Logic Controllers Chapter 44: Robotics Chapter 45: Automated Material Handling and Identification Chapter 46: Statistical Methods for Quality Control Chapter 47: Continuous Improvement Chapter 48: Quality Standards Chapter 49: Dimensional Metrology Chapter 50: Nondestructive Testing Chapter 51: Management Introduction Chapter 52: Leadership and Motivation Chapter 53: Project Management Chapter 54: Labor Relations Chapter 55: Engineering Economics Chapter 56: Sustainable Manufacturing Chapter 57: Personal Effectiveness

Fourth Generation Management: The New Business Consciousness - Brian L.. Joiner 1994-02-22
An examination of the future of the "quality" movement introduces the "Joiner Triangle," a new management philosophy that defines customer quality and provides the groundwork for future corporate culture.

Inside the Team - Janet Burgess 2014-07-09
Inside the Team: Questions and Answers Facing Teacher Leaders is a book for K-12 teachers and leaders who face dilemmas leading teams of peers. Using Q/A scenarios and building context for leadership in practice, the authors provide answers, useful, practical tools, resources, models and conversation starters that move teams forward.

Using Social Science to Understand and Improve Wildland Fire Organizations - Gregory Larson 2007
The wildland fire community has spent the past decade trying to understand and account for the role of human factors in wildland fire organizations. Social research that is relevant to managing fire organizations can be found in disciplines such as social psychology, management, and communication. However, such research has been published primarily for scientific and business audiences, and much of the fire community has not been exposed to it. Here, we have compiled and organized knowledge from a variety of social science disciplines so that it can be used to improve organizational practices related to firefighter and public safety, to assess the effectiveness of safety campaigns, and to improve firefighter safety trainings. This annotated reading list summarizes approximately 270 books, articles, and online resources that address scientific and management concepts helpful for understanding the human side of fire management. The first section, Human Factors and Firefighting, introduces readers to key workshops and writings that led to the recognition that human factors are prime ingredients of firefighter safety. The second section, Foundations for Understanding Organizations, consists of social science research that provides a foundation for understanding organizational dynamics. This section includes readings on decision making and sensemaking, organizational culture, identification and identity, leadership and change, organizational learning, and teams and crews. The third section, Understanding Organizations in High Risk Contexts, explores organizations that deal regularly with risk, uncertainty and crisis. This section includes readings on risk and uncertainty, high reliability organizing, and crisis communication. The publication concludes with Internet resources available for those interested in the management of fire organizations.

Foundations of Human Resource Development, Third Edition - Richard A. Swanson 2022-03-08
The third edition of this classic is a must-have text for the human resource development (HRD) profession. It has with brand-new material on the impact of technology, globalization, and emerging business trends on HRD practice. Human Resource Development is a large field of practice but a relatively young academic discipline. For the last two decades, Foundations of Human Resource Development has fulfilled the field's need for a complete and thoughtful foundational text. This essential text provides an up-to-date overview of the HRD profession, along with the terminology and processes required for sound HRD research and practice. Readers will gain a basic understanding of • HRD models and theories that support best practice • History and philosophical foundations of the field • HRD's role in learning, performance, and change in organizations This new edition has been updated throughout and contains new chapters on assessment, technology, globalization, and future challenges. Examples of best practices are included, along with variations in core thinking, processes, interventions, tools, and much more. This must-have reference will help both practitioners and academics add clarity to their professional journeys.

The Enterprise Business Analyst - Kathleen B. Hass PMP 2011-10-01
Business Analysts: Chart Your Path to Success with Creative Solutions to Complex Business Problems! Business in the 21st century is rife with complexity. To leverage that complexity and guide an organization through these turbulent times, today's business analyst must transition from a tactical, project-focused role to a creative, innovative role. The path to this transition—and the tools to accomplish it—are presented in this new book by acclaimed author Kathleen "Kitty" Hass. Winner of PMI's David I. Cleland Project Management Literature Award for her book Managing Complex Projects: A New Model, Hass has again written a book that will refocus a discipline. Hass believes that only by confronting and capitalizing on change and complexity—the new "constants" in today's world—can organizations forge ahead. The enterprise business analyst is perfectly positioned to understand the needs of an organization, help it remain competitive, identify creative solutions to complex business problems, bring about innovation, and constantly add value for the customer and revenue to the bottom line. The Enterprise Business Analyst: Developing Creative Solutions to Complex Business Problems offers: • An overview of the current and

emerging role of the business analyst • New leadership models for the 21st century • Methods for fostering team creativity • Practices to spark innovation • Strategies for communicating in a complex environment

Handbook of Federal Librarianship, 3rd Edition - ALA FAFLRT 2014-10-08
This third edition of the Federal Librarians Handbook was released by the Library of Congress, FEDLINK Program on October 6, 2014 and is intended to be a critical resource for librarians working across the spectrum of federal libraries.

The New Economics for Industry, Government, Education, third edition - W. Edwards Deming 2018-10-30
A new edition of a book that details the system of transformation underlying the 14 Points for Management presented in Deming's Out of the Crisis. It would be better if everyone would work together as a system, with the aim for everybody to win. What we need is cooperation and transformation to a new style of management." —from The New Economics for Industry, Government, Education In this book, W. Edwards Deming details the system of transformation that underlies the 14 Points for Management presented in Out of the Crisis. The Deming System of Profound Knowledge, as it is called, consists of four parts: appreciation for a system, knowledge about variation, theory of knowledge, and psychology. Describing the prevailing management style as a prison, Deming shows applying the System of Profound Knowledge increases productivity, quality, and people's joy in work and joy in learning. Another outcome is short-term and long-term success in the market. Indicative of Deming's philosophy is his advice to abolish performance reviews on the job, to look deeper than spreadsheets for opportunities, and even to rethink how we teach and manage our schools. Moreover, Deming's method enables organizations to make accurate predictions, which is a valuable tool in today's uncertain economic climate. This third edition features a new chapter (written by business consultant and Deming expert Kelly L. Allan) that explains the relevance of Deming's management method, and case studies from organizations that have adopted Deming's System of Profound Knowledge, and offers guidance on how organizations can effectively "do Deming."

The Team Handbook - Peter R. Scholtes 2003
This book is a comprehensive resource book that provides everything you need to know to create high performing teams.

How to Save a Failing Project - Ralph R. Young DBA 2009-05-01
You CAN Turn Around A Failing Project! Poor project results are all too common and result in dissatisfied customers, users, and project staff. With countless people, goals, objectives, expectations, budgets, schedules, deliverables, and deadlines to consider, it can be difficult to keep projects in focus and on track. How to Save a Failing Project: Chaos to Control arms project managers with the tools and techniques needed to address these project challenges. The authors provide guidance to develop a project plan, establish a schedule for execution, identify project tracking mechanisms, and implement turnaround methods to avoid failure and regain control. With this valuable resource you will be able to: • Identify key factors leading to failure • Learn how to recover a failing project and minimize future risk • Better analyze your project by defining proper business objectives and goals • Gain insight on industry best practices for planning

The Team Handbook - Peter R. Scholtes 1988
This is a 'how to' book on project management, quality and problem solving using teams. Table of contents: * Doing business in a new business world * The basics of quality improvement (improvement concepts, tools of the scientific approaches and tools for making team decisions) * Setting the stage for a successful project (selecting members) * Getting underway (guidelines for productive meetings, record keeping, goal setting, preparing for and conducting the first meeting, evaluation) * Building an improvement plan (five crucial improvement activities, project planning and improvement strategies) * Learning to work together (team dynamics, roller coaster rides, recipe for a successful team, common problem solving * Team building activities (14 activities and 10 team building exercises) * Appendix: the planning grid.

The ASQ Certified Manager of Quality/Operational Excellence Handbook, Fifth Edition - Sandra L Furterer 2021-01-25
This handbook is a comprehensive reference designed to help professionals address organizational issues from the application of the basic principles of management to the development of strategies needed to deal with today's technological and societal concerns. The fifth edition of the ASQ Certified Manager of Quality/Organizational Excellence

Handbook (CMQ/OE) has undergone some significant content changes in order to provide more clarity regarding the items in the body of knowledge (BoK). Examples have been updated to reflect more current perspectives, and new topics introduced in the most recent BoK are included as well. This handbook addresses: • Historical perspectives relating to the continued improvement of specific aspects of quality management • Key principles, concepts, and terminology • Benefits associated with the application of key concepts and quality management principles • Best practices describing recognized approaches for good quality management • Barriers to success, common problems you may encounter, and reasons why some quality initiatives fail • Guidance for preparation to take the CMQ/OE examination A well-organized reference, this handbook will certainly help individuals prepare for the ASQ CMQ/OE exam. It also serves as a practical, day-to-day guide for any professional facing various quality management challenges.

Riegel's Handbook of Industrial Chemistry - James A. Kent 2012-12-06
The aim of this book is to present in a single volume an up-to-date account of the chemistry and chemical engineering which underlie the major areas of the chemical process industry. This most recent edition includes several new chapters which comprise important threads in the industry's total fabric. These new chapters cover waste minimization, safety considerations in chemical plant design and operation, emergency response planning, and statistical applications in quality control and experimental planning. Together with the chapters on chemical industry economics and wastewater treatment~ they provide a unifying base on which the reader can most effectively apply the information provided in the chapters which describe the various areas of the chemical process industries. The ninth edition of this established reference work contains the contributions of some fifty experts from industry, government, and academe. I have been humbled by the breadth and depth of their knowledge and expertise and by the willingness and enthusiasm with which they shared their knowledge and insights. They have, without exception, been unstinting in their efforts to make their respective chapters as complete and informative as possible within the space available. Errors of omission, duplication, and shortcomings in organization are mine. Grateful acknowledgment is made to the editors of technical journals and publishing houses for permission to reproduce illustrations and other materials and to the many industrial concerns which contributed drawings and photographs. Comments and criticisms by readers will be welcome.

Critical Thinking for Business Students - Linda Dyer 2006

Quality Standards for Highly Effective Government - Richard E. Mallory 2014-04-15
This book presents a simple framework and guidelines for implementing visible and uniform auditable standards of quality in government that can fundamentally and permanently reshape its efficiency, effectiveness, and value. It opens the possibility of a day in the not-too-distant future when a quality audit can provide a uniform and valid report card on every government agency that is a companion to an annual audit of the financial books. Its easy-to-use quality standards are objective, measurable, and transformational. The standards provide the missing link for the implementation of quality in government both because they align with fundamental good management technique and support any other quality disciplines already in place in any given jurisdiction. The standards are designed to mirror the three fundamental levels of leadership in government: (1) Work unit supervisors and managers at the front line of government service, (2) chief executives, department directors and their deputies as executive management of government agencies, and (3) elected leadership at the top, who provide public management and must define the priorities, outcomes, programs, and budgets. No book has had a bigger potential to positively transform government since Reinventing Government. It is a must read for elected leaders, public sector managers, and citizens who wonder why government is so often unable to achieve excellence.

Pocket Guide for the Home Care Aide - Barbara Stover Gingerich 2008-02-01
Pocket Guide for the Home Care Aide is the perfect everyday reference when working with patients in their homes. It serves as a resource to address the unique needs of the home care aide as an integral part of the home care organization. The pocket guide provides an overview of the essential elements of orientation for the home health aide, as well as self analysis and development tools. It provides procedures for basic home health aide skills and gives information about the most common home

health diagnoses.

The Certified Quality Improvement Associate Handbook, Third Edition - Russell T. Westcott 2014-10-01
ASQ□s Certified Quality Improvement Associate (CQIA) certification is designed to introduce the basics of quality to organizations and individuals not currently working within the field of quality. This book and the Body of Knowledge (BOK) it supports are intended to form a foundation for further study and application of proven quality principles and practices worldwide. The book follows the CQIA BoK in both content and sequence. The intent is that this book will serve as a guide to be used in preparation to take the CQIA examination given by ASQ. Each chapter stands alone, and the chapters may be read in any order. Some material reaching beyond the content of the BoK has been added. Supplemental reading suggestions are provided. An online, interactive sample exam and a paper-and-pencil sample can be found on the ASQ website (http://asq.org/cert/quality-improvement-associate/prepare).

Small Public Library Management - Jane Pearlmutter 2012
Finally, here's a handbook that includes everything administrators need to keep a handle on library operations, freeing them up to streamline and improve how the organization functions.

The Certified Six Sigma Yellow Belt Handbook - Govindarajan Ramu 2016-09-06
This reference manual is designed to help both those interested in passing the exam for ASQ□s Certified Six Sigma Yellow Belt (CSSYB) and those who want a handy reference to the appropriate materials needed for successful Six Sigma projects. It is intended to be a reference for both beginners in Six Sigma and those who are already knowledgeable about process improvement and variation reduction. The primary layout of the handbook follows the Body of Knowledge (BoK) for the CSSYB released in 2015. The author has utilized feedback from Six Sigma practitioners and knowledge gained through helping others prepare for exams to create a handbook that will be beneficial to anyone seeking to pass not only the CSSYB exam but also other Six Sigma exams. In addition to the primary text, the handbook contains numerous appendixes, a comprehensive list of abbreviations, and a CD-ROM with practice exam questions, recorded webinars, and several useful publications. Each chapter includes essay-type questions to test the comprehension of students using this book at colleges and universities. Six Sigma trainers for organizations may find this additional feature useful, as they want their trainees (staff) to not only pass ASQ□s Six Sigma exams but have a comprehensive understanding of the Body of Knowledge that will allow them to support real Six Sigma projects in their roles.

Business Communication: In Person, In Print, Online - Amy Newman 2013-12-31
BUSINESS COMMUNICATION: IN PERSON, IN PRINT, ONLINE, 9E offers a realistic approach to communication in today's organizations. The text covers the most important business communication concepts in detail and thoroughly integrates coverage of today's social media and other communication technologies. Building on core written and oral communication skills, the ninth edition helps readers make sound medium choices and provides guidelines and examples for the many ways people communicate at work. Readers learn how to create PowerPoint decks, use instant messaging and texting effectively at work, engage customers using social media, lead web meetings and conference calls, and more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Management Basics for Information Professionals - G. Edward Evans 2013-08-21
Reflecting the rapidly changing information services environment, the third edition of this bestselling title offers updates and a broader scope to make it an even more comprehensive introduction to library management.

Collaborative Antimicrobial Stewardship,An Issue of Infectious Disease Clinics of North America - Shaefer Spires 2020-02-04
Together with Consulting Editor Dr. Helen Boucher, Drs. Elizabeth Dodds-Ashley and S. Schaefer Spires have put together a unique issue that discusses collaborative antimicrobial stewardship. Expert authors have contributed clinical review articles on the following topics: Collaborative Antimicrobial Stewardship for Hospitalists; Collaborative Antimicrobial Stewardship in Microbiology; Collaborative Antimicrobial Stewardship in Nursing; Infection Prevention in Collaborative Antimicrobial Stewardship; Collaborative Antimicrobial Stewardship in the Health Department; Collaborative Antimicrobial Stewardship in Primary Care; Collaborative Antimicrobial Stewardship in Health System Administration; Collaborative Antimicrobial Stewardship for Surgeons; Collaborative Antimicrobial Stewardship in the Emergency Department; and Collaborative Antimicrobial Stewardship in Long-Term Care Facilities. Readers will come away with the information they need to collaborate across disciplines to improve the incidence of antibiotic resistance in their healthcare settings.
The Journal for Quality and Participation - 2006

Stick Your Neck Out - John Graham 2010-05
As President of the Giraffe Heroes Project, which since 1982 has been recognizing people who ''stick their necks out for the common good,'' John Graham has seen what hundreds of average citizens around the world have done to bring about constructive change. He's drawn on their experiences, his own as a veteran environmental activist, and that of a hand-picked group of seasoned activists to produce an accessible, eminently practical, inspiring guide on how to work effectively for change in any environment. Stick Your Neck Out covers every aspect of working for change, from choosing an issue to mapping out a strategy, getting a team together, building alliances, working with the media, and more. Each chapter contains a series of practical tips as well as inspiring examples of real people - artists, truck drivers, doctors, waitresses, and others - who have made a difference on issues like poverty, racism, gang violence, environmental pollution, and many more. Everything in this book has been honed and practiced; nothing is untested theory. This is a comprehensive guide to the skills, qualities, and strategies you need to make a difference on any issue. But it's also about becoming fully alive - about the meaning and passion you can add to your own life by getting involved. Active citizenship and personal growth are linked. The information in this book can change your world - and it can change your life.

Business Process Improvement Toolbox - Bjørn Andersen 2007-01-01
"The first half of the book presents an overall business process improvement model, with the ensuing chapters dealing with topics of understanding and modeling your current business processes, using performance measurement in improvement work, creating a business process improvement road map, and organizing for improvement work. The second half of the book presents the overall toolbox, followed by one chapter for each phase of the overall improvement model. For each of these phases, a selection of suitable tools is presented with background, steps for how to use them, and an example of their use. The final two chapters contain two more extensive case studies illustrating the use of the full methodology.

School Sport Psychology - Charles A Maher 2013-01-11
Find out how—and why—sports can help you better understand your students Because participation in sports is an integral part of the educational experience for students in both public and private schools, it's essential that school psychologists and counselors have a solid foundation to help ensure the well-being of student-athletes. School Sport Psychology is a comprehensive overview of this fast-growing field with guidelines for school psychologists who want to gain a better understanding of sport psychology to extend their skills and enhance their effectiveness. The book presents perspectives, programs, and procedures for working with administrators and coaches to help students develop physically, mentally, and emotionally. School Sport Psychology examines the practical interfaces between school and sport psychology, with an emphasis on parent and family involvement. Contributors representing sport psychology, school psychology, and clinical and community disciplines examine the theory, research, and practice of sport psychology and how its evolution parallels the development of school psychology. The book addresses the benefits and risks of using sport to promote the development of self-esteem, identity, and feelings of competence in students. School Sport Psychology examines: evidence-based sport psychology programs, including GOALS, ATLAS, and ATHENA a case study of the design and implementation of a sport psychology program in an urban high school the use and abuse of alcohol and other drugs among high school student-athletes the use and abuse of steroids eating disorders among high school student-athletes a systems-oriented method of school/sport psychology assessment and intervention program planning and evaluation framework the knowledge and skills needed to work in sport psychology and much more School Sport Psychology is an essential professional resource for psychologists, counselors, and health service providers.

Liftoff - Diana Larsen 2016-06-10
Ready, set, liftoff! Align your team to one purpose: successful delivery.

Learn new insights and techniques for starting projects and teams the right way, with expanded concepts for planning, organizing, and conducting liftoff meetings. Real-life stories illustrate how others have effectively started (or restarted) their teams and projects. Master coaches Diana Larsen and Ainsley Nies have successfully "lifted off" numerous agile projects worldwide. Are you ready for success? Every team needs a great start. If you're a business or product leader, team coach or agile practice lead, project or program manager, you'll gain strategic and tactical benefits from liftoffs. Discover new step-by-step instructions and techniques for boosting team performance in this second edition of Liftoft. Concrete examples from our practices show you how to get everyone on the same page from the start as you form the team. You'll find pointers for refocusing an effort that's gone off in the weeds, and practices for working with teams as complex systems. See how to scale liftoffs for multiple teams across the enterprise, address the three key elements for collaborative team chartering, establish the optimal conditions for learning and improvement, and apply the GEFN (Good Enough for Now) rule for efficient liftoffs. Throughout the book are stories from real-life teams lifting off, as seasoned coaches describe their experiences with liftoffs and agile team chartering. Focused conversations help the team align, form, and build enough trust for collaborating. You'll build a common understanding of the teams' context within business goals. Every liftoff is unique, but success is common!

Powerful Professionals - Murray Hiebert 2007-02-22
If you are a professional working in an organization, this is the book you've been waiting for.Chock full of checklists, dos and don'ts, models, assessments, worksheets andflowcharts, this book is designed to help you:* market your skills* sell your ideas and proposals* secure client commitment to action* establish 50-50 partnerships with managers* establish powerful professional roles* make client resistance work for you.Using these skills effectively, you will experience increased impact and career satisfaction while being viewed as a valued, core member of your organization.This practical, down-to-earth, how-to book will become your constant reference. It also offers you the unique opportunity to rate yourself against the world's largest database of client/customer feedback.With this book as your Success Guide, turn your Expertise into Results!

The Art and Power of Facilitation - Alice Zavala 2007-10
A Volume of the Business Analysis Essential Library Series The heart of the business analyst's role is to drive various constituencies through processes to achieve consensus on the needs of the business. Successfully facilitating meetings — whether a one-on-one interview or a larger presentation — is essential to business analysis. The Art and Power of Facilitation: Running Powerful Meetings provides powerful tools that the business analyst can use to negotiate through the myriad of meetings, informal work sessions, and formal workshops that are necessary to develop business requirements.

The Requirements Engineering Handbook - Ralph Rowland Young 2004
Gathering customer requirements is a key activity for developing software that meets the customer's needs. A concise and practical overview of everything a requirements analyst needs to know about establishing customer requirements, this first-of-its-kind book is the perfect desk guide for systems or software development work.

The 100 Best Business Books of All Time - Jack Covert 2016-08-02
Thousands of business books are published every year— Here are the best of the best After years of reading, evaluating, and selling business books, Jack Covert and Todd Sattersten are among the most respected experts on the category. Now they have chosen and reviewed the one hundred best business titles of all time—the ones that deliver the biggest payoff for today's busy readers. The 100 Best Business Books of All Time puts each book in context so that readers can quickly find solutions to the problems they face, such as how best to spend The First 90 Days in a new job or how to take their company from Good to Great. Many of the choices are surprising—you'll find reviews of Moneyball and Orbiting the Giant Hairball, but not Jack Welch's memoir. At the end of each review, Jack and Todd direct readers to other books both inside and outside The 100 Best. And sprinkled throughout are sidebars taking the reader beyond business books, suggesting movies, novels, and even children's books that offer equally relevant insights. This guide will appeal to anyone, from entry-level to CEO, who wants to cut through the clutter and discover the brilliant books that are truly worth their investment of time and money.