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Positive Psychology

2016-03-03

positive psychology will help you to look on the bright side and to find your place in the world around you with expert encouragement and guidance you will set out your own positive psychology project to discover your strengths overcome negative attitudes focus on what gives you purpose and take control of your life choices from savouring positive emotions to building better relationships and developing resilience you will gain the tools to boost your mental and physical well being and to find fulfilment in everyday life this is the perfect concise start to making your life better

Introduction to Research Methods and Report Writing

2016-04-08

this book provides introductory materials on research methods and report writing that aim at guiding students and researchers towards effective research and reporting of their findings unlike the many volumes on research that are mostly theoretical this book originated in the classroom and grew out of the students own needs to design and conduct satisfactory research in order to meet academic requirements it is also designed to help experienced researchers in their research ventures in fulfilling this purpose the author uses simple straightforward language he also provides appropriate examples and illustrations to enable the reader to grasp the basic concepts of research the book will prove a useful guide for students and researchers in social sciences and humanities who wish to transform research theory into real and feasible research projects

A Practical Guide to the Psychology of Relationships

2012-04-05

understanding psychological techniques can help you make your relationships happier and more fulfilling this practical guide will help you achieve new and healthier ways of relating by explaining some of the major underlying psychological drivers that permeate relationships and identify and work on these unconscious motivating factors to eliminate knee jerk reactions filled with straightforward practical advice case studies and examples introducing psychology of relationships will help you understand your relationship and make it more loving and mutually supportive as well as be better equipped for entering into a new relationship

A Practical Guide to Building Self-Esteem

2012-04-05

this practical guide shows you how raising your self esteem can make you feel better about yourself let you stop you worrying about whether you are doing the right thing or whether you are good enough help you engage in relationships constructively without putting yourself down and allow you to assert yourself effectively in all situations self esteem has been shown to be a key indicator of success in life and in the work place filled with straightforward practical advice this guide shows you how to improve your self esteem and stop worrying about what other people think

A Practical Guide to Happiness

2012-01-05

apply the wisdom of philosophers to become a happier person what is happiness what makes you happy is there more to life than happiness learn to cultivate your taste for pleasure free yourself from the various disturbances of life and overcome irrational expectations that cause distress go with the flow and rediscover the joy of existence filled with exercises tips and case studies this practical guide will enable you to see happiness in a new light with the help of the world s greatest minds

Introducing Child Psychology

2011-04-08

an introducing practical guide to how children think and grow child psychology is a branch of developmental psychology which is the scientific study of systematic psychological changes that occur in human beings over the course of their life span child psychologists examine how children s brains work even before they are born through to the beginning of adulthood they may explore questions of how well children develop language how they respond to other children and adults how quickly children become aware of their environment and become autonomous from their parents in this practical guide child psychologist kairen cullen applies the lessons from a lifetime s research and practice in the area to help you understand without jargon or technical language why your child develops in the way he or she does and how you can best create the conditions for their living a healthy successful and happy life

A Practical Guide to Emotional Intelligence

2012-12-06

effectively understand yourself and others to achieve a happier healthier life improve your personal and professional relationships by learning a range of mental skills that can help you to successfully manage both yourself and the demands of working with others teaching you to stay in control interpret body language and cope with negativity this practical guide will help you to become aware of your own feelings and those of others understand them and manage their impact filled with exercises case studies and useful tips emotional intelligence will help you to get smart about emotions and improve both your physical and psychological well being

Introducing Positive Psychology

2012

a practical guide to improving your outlook on life

Introduction to the Taxometric Method

2013-01-11

introduction to the taxometric method is a user friendly practical guide to taxometric research drawing from both classic and contemporary research it provides a comprehensive introduction to the method with helpful tools and guidance the book is intended to teach those new to the method as well as those already familiar with it tips on how to conduct and

evaluate taxometric investigations the book covers a broad range of analytic techniques describing their logic and implementation as well as what is known about their performance from systematic study the book opens with the background material essential to understanding the research problems that the taxometric method addresses the authors then explain the data requirements of taxometric analysis the logic of each procedure factors that can influence results and lead to misinterpretations suggestions for choosing the best procedures and methodological safeguards to prevent erroneous conclusions illustrative examples of each procedure and consistency test demonstrate how to perform analyses and interpret results using a variety of data sets a checklist of conceptual and methodological issues that should be addressed in any investigation is included the downloadable resources provide a variety of programs for performing taxometric analyses along with simulations and analyses of data sets introduction to the taxometric method is ideal for researchers and students conducting or evaluating taxometric studies in the social and behavioral sciences especially those in clinical and personality psychology as well as those in the physical sciences education biology and beyond the book also serves as a text for courses on this method or as a supplement in psychological assessment statistics or research methods courses familiarity with taxometrics is not assumed

ENT: An Introduction and Practical Guide

2017-12-14

this new edition of ent an introduction and practical guide provides an essential introduction to the clinical examination treatment and surgical procedures within ent it encompasses the conditions most commonly encountered in the emergency setting on the ward and in the outpatient clinic with its highly practical approach and step by step guid

An Introduction to Coaching Skills

2020-08-24

this bestselling book introduces you step by step to the key skills needed to become a successful coach

Introducing Sport Psychology

2011-04-08

an introducing practical guide to optimizing your mind for sport sport psychology is the study of the psychological factors that affect participation and performance in sports it deals with increasing performance by managing emotions and minimizing the psychological effects of injury and poor performance some of the most important skills taught are goal setting relaxation visualization self talk awareness and control concentration confidence using rituals attribution training and periodization with straightforward mental exercises point by point suggestions for improvement and real life examples whether you re an aspiring athlete or just someone who wants to perform your chosen sport a little better this introducing practical guide is the ideal tool

Introduction to Research Methods

2009-05-29

this practical down to earth guide is for researchers students community groups charities or employees in fact anyone who needs to put together research projects quickly and effectively

it contains everything from developing your idea into a proposal through to analysing data and reporting results whether you have to undertake a project as part of your coursework or as part of your employment or simply because you are fascinated by something you have observed and want to find out more this book offers you advice on how to turn your ideas into a workable project specifically it will show you how to choose your research methods choose your participants prepare a research proposal construct questionnaires conduct interviews and focus groups analyse your data report your findings be an ethical researcher

An Introduction to Audio Description

2016-04-20

an introduction to audio description is the first comprehensive user friendly student guide to the theory and practice of audio description or media narration providing readers with the skills needed for the effective translation of images into words for the blind and partially sighted a wide range of examples from film to multimedia events and touch tours in theatre along with comments throughout from audio description users serve to illustrate the following key themes the history of audio description the audience the legal background how to write prepare and deliver a script covering the key genres of audio description and supplemented with exercises and discussion points throughout this is the essential textbook for all students and translators involved in the practice of audio description accompanying film clips are also available at routledge com products 9781138848177 and on the routledge translation studies portal cw routledge com textbooks translationstudies

Introducing Mental Health

2006

the authors explain key concepts in easily understandable language accessible even to those with no prior knowledge of the subject they detail the major mental health disorders and the issues and implications surrounding them and include separate chapters on personality disorder dual diagnosis and self harm

Introducing Personal Finance

2015-02-25

a compact introducing practical guide to managing your own finances

A Practical Guide to CBT

2011-08-04

overcome fears manage negativity and improve your life using the tools of cognitive behavioural therapy cbt understand your behaviour and how to change negative patterns learn how to think differently about problematic situations put your worries into perspective and start to feel better achieving and exceeding your goals clinical psychologists clair pollard and elaine iljon foreman offer activities to support you stories to provide perspective and a clear framework to guide you this practical guide will help you to develop effective coping strategies so that you can think more constructively act more calmly and feel better about yourself part of the reading well books on prescription scheme

Introduction to Health Research Methods

2016-07-29

a step by step guide to conducting research in medicine public health and other health sciences this clear practical and straightforward text demystifies the research process and empowers students and other new investigators to conduct their own original research projects

Hearing

2015-12-16

hearing is essential for normal communication we are able to localise sound with surprising accuracy and can detect time differences as small as the time it takes for sound to pass from the mouth of one person to the ear of another however hearing loss is underdiagnosed poorly understood and a common cause of social isolation hearing an intro

Introducing Electronic Text Analysis

2006-09-27

introducing electronic text analysis is a practical and much needed introduction to corpora bodies of linguistic data written specifically for students studying this topic for the first time the book begins with a discussion of the underlying principles of electronic text analysis it then examines how these corpora enhance our understanding of literary and non literary works in the first section the author introduces the concepts of concordance and lexical frequency concepts which are then applied to a range of areas of language study key

areas examined are the use of on line corpora to complement traditional stylistic analysis and the ways in which methods such as concordance and frequency counts can reveal a particular ideology within a text presenting an accessible and thorough understanding of the underlying principles of electronic text analysis the book contains abundant illustrative examples and a glossary with definitions of main concepts it will also be supported by a companion website with links to on line corpora so that students can apply their knowledge to further study the accompanying website to this book can be found at routledge com textbooks 0415320216

A Practical Guide to Ethics for Everyday Life

2012-01-05

ethical philosophy has a long and distinguished history but how can you apply it to your life this practical guide explores the alternative ethical philosophies and how we can all use these to aid us with everyday dilemmas introducing ethics for everyday life provides advice on whether human beings really are selfish and greedy why you might want to be a good person and how to pick an ethical philosophy that works for you free of jargon but full of straightforward advice case studies and step by step instructions this is the perfect concise introduction to using ethics to help you make decisions

Introduction and Practical Guide to Music Education

2018-04-03

introduction and practical guide to music education provides students with comprehensive yet foundational knowledge of the music education profession the book contains researched best practices for teaching music and guides readers through practical exercises to help them

discover their own unique teaching style and approach the text begins with a chapter that asks readers why they are considering a career in music education and also reveals the qualities of an effective music teacher later chapters provide students with a brief history of music education in the united states introductions to educational psychology sociology and child development practical advice for developing sound and successful lesson plans strategies for teaching different types of students tips for job interviews and more each chapter includes references and discussion questions and select chapters also feature a list of recommended readings for further exploration and independent learning with emphasis on research and practical application introduction and practical guide to music education is a supportive and valuable guide for any student interested in a career in music education accessible and complete the text is ideal for music seminars music profession survey courses and introductory music education courses

Introduction to Group Therapy

2018-08-30

introduction to group therapy a practical guide second edition continues the clinically relevant and highly readable work of the original combining theory and practice to demonstrate the therapeutic power group therapy has in conflict resolution and personality change

Practical Guide to Machine Vision Software

2015-04-20

for both students and engineers in r d this book explains machine vision in a concise hands on way using the vision development module of the labview software by national instruments

following a short introduction to the basics of machine vision and the technical procedures of image acquisition the book goes on to guide readers in the use of the various software functions of labview s machine vision module it covers typical machine vision tasks including particle analysis edge detection pattern and shape matching dimension measurements as well as optical character recognition enabling readers to quickly and efficiently use these functions for their own machine vision applications a discussion of the concepts involved in programming the vision development module rounds off the book while example problems and exercises are included for training purposes as well as to further explain the concept of machine vision with its step by step guide and clear structure this is an essential reference for beginners and experienced researchers alike

Introduction to People Analytics

2020-04-03

an understanding of people analytics is a crucial skill for all hr professionals no longer limited to employees in data teams or those with analyst in their job titles people analytics is now an integral part of every hr job introduction to people analytics allows all hr professionals to get to grips with analytics feel confident in their ability to handle employee and organizational data and use analytics to move from opinions to insights from where to find data in an organization how to collect it and analyse it through to how to use these findings to add business value introduction to people analytics is essential reading for all hr professionals with case studies and thought leadership insights from companies who have leveraged people analytics to improve culture and employee engagement increase performance and reduce costs including nhs brompton bikes british heart foundation king experian and astrazeneca fis and swarovski this book shows how and where hr analytics can make a tangible difference to organizations there is also expert guidance and practical advice on how to embed

analytics into hr processes and adopt a data driven approach to all workplace activities

Introducing Quantitative Methods

2018-09-28

this exciting new core textbook offers a clear and practical introduction to quantitative methods taking a project based approach the author s extensive knowledge and straightforward writing style ensure that students are steered through the process step by step from developing research questions and preparing data for analysis to explaining how to present data in appropriate formats avoid bias and write up results and reports featuring a comprehensive pedagogical framework and companion website readers are encouraged to follow practice analyses as they go with examples given in both spss and excel and templates are provided for students own research in addition to covering the research project chapters also cover the essential mathematical and statistical analyses that are a logical consequence of posing a quantitative research methods question this is the perfect text for all social science students studying introductory modules on quantitative methods research methods or statistics at undergraduate or postgraduate level it also functions as an effective guide for undergraduate and postgraduate students faced with an independent research project

Introducing Practical Guides

2012-09-03

introducing practical guides with 28 titles already in the series these user friendly jargon free books are written by established experts in their fields and complete with tips facts case studies and effective exercises to help readers apply proven principles to everyday life

and achieve their goals this free ebook sampler contains extracts from the following introducing psychology of success introducing positive psychology introducing ethics for everyday life introducing psychology of relationships introducing neurolinguistic programming nlp introducing nlp for work introducing cognitive behavioural therapy cbt and introducing mindfulness find out more about the series at introducingbooks com

Introduction to Numerical Programming

2014-09-03

makes numerical programming more accessible to a wider audiencebearing in mind the evolution of modern programming most specifically emergent programming languages that reflect modern practice numerical programming a practical guide for scientists and engineers using python and c c utilizes the author s many years of practical research and tea

Introducing Philosophy for Everyday Life

2012

a practical guide to how philosophy affects everyday life

A Practical Guide to Greener Theatre

2013-10-30

protecting the environment should be a priority of every theatrical production but it can be challenging to mount an environmentally friendly show with limited time resources and

information a practical guide to greener theatre introduce sustainability into your productions not only gives you the information you need to make greener decisions but provides you with practical workable solutions you will learn how to assess and improve every production area from costuming and painting lighting and technical direction to administrative offices and the rehearsal process checklists examples of successful strategies and step by step instructions will show you how to identify areas where manageable sustainable changes can make your productions greener and advice from working professionals with experience greening their own productions will leave you confident that your processes are environmentally sound even non technical people who find themselves responsible for supervising productions will find green solutions that can be instituted with a staff of volunteers or students remember every step toward sustainability is a step forward discover small fixes that will make your theatre productions greener examine ways to introduce greener practices in the design execution and strike process explore how introducing sustainability into your theatre productions can save your company time and money learn how sustainability and safety intersect to help protect your workers and volunteers

A Practical Guide to Leadership

2013-03-07

leadership a practical guide is packed with examples of famous leaders who achieved brilliant things against all odds you ll discover their ideas strategies and tried and tested winning solutions which can be applied to the opportunities and challenges that you face so whether you re starting from scratch as a new leader needing to raise your game or aiming to do what great leaders do and aim even higher this practical yet inspirational guide will help you to perform at your very best

Introduction to Evolvable Hardware

2006-10-27

introduction to evolvable hardware a practical guide for designing self adaptive systems provides a fundamental introduction for engineers designers and managers involved in the development of adaptive high reliability systems it also introduces the concepts of evolvable hardware ehw to new researchers in a structured way with this practical book you ll be able to quickly apply the techniques presented to existing design problems

Introduction to Research Methods and Report Writing

1916

annotation this book provides introductory materials on research methods and report writing that aim at guiding students and researchers towards effective research and reporting of their findings unlike the many volumes on research that are mostly theoretical this book originated in the classroom and grew out of the students own needs to design and conduct satisfactory research in order to meet academic requirements it is also designed to help experienced researchers in their research ventures in fulfilling this purpose the author uses simple straightforward language he also provides appropriate examples and illustrations to enable the reader to grasp the basic concepts of research the book will prove a useful guide for students and researchers in social sciences and humanities who wish to transform research theory into real and feasible research projects elia shabani mligo s introduction to research methods and report writing is an informative and a critical stepbystep guide for students and researchers across the social sciences and humanities both experienced researchers and beginners will find this book a useful tool for understanding the basics of scientific research planning execution

and reporting cornelius simba senior lecturer and director of library services university of iringa this practical quide to research is an easily accessible book written after the author s long experience in teaching and supervising research projects for degree and nondegree students well presented well documented and well argued this book is commendable and will greatly serve as a guide and guick reference for any researcher and supervisor of research benedict l k mwaibasa teofilo kisanji university mbeya tanzania this introduction to research methods is extremely valuable and surprisingly thorough although generally kept in an accessible form and language i will definitely recommend this book to students in the humanities and social sciences marius timmann mjaaland professor of philosophy and theology academic director of plurel interdisciplinary studies of religion in pluralist societies university of oslo elia shabani mliqo phd university of oslo norway is senior lecturer in research philosophy and religious studies at tumaini university makumira mbeya center in tanzania he is the author of many books and articles on contextual theology and research some of his books include jesus and the stigmatized 2011 writing academic papers 2012 doing effective fieldwork 2013 elements of african traditional religion 2013 symbolic interactionism in the gospel according to john 2014 and he descended into hell 2015

<u>Wicca Teachings - An Introduction and Practical Guide</u>

2014-02-23

the only book on wicca you will ever need learn about wiccan festivals history and wheel of the year perform your own magic so you will never need to buy another spell book again a comprehensive guide to herbs crystals rituals chants and incantations set up an altar in your own personal way a rundown on the many gods and goddesses information on every other aspect of wicca from birth and death to the significance of full moons it doesn t matter if you re new to wicca or have been practising for years this book unlike any other on the market will

benefit you in many ways uncover all there is to know about being wiccan learn about nature and rediscover your place within this beautiful world

Introduction to Health Research Methods: A Practical Guide

2020-03-24

designed to empower new investigators to conduct their own original research projects the third edition of introduction to health research methods a practical guide leads the reader step by step guide in performing quantitative and qualitative research in medicine public health and other clinical and population health fields organized in five sections the text covers the entire research process from formulating a study question and selecting a study approach to collecting and analyzing data and then disseminating the findings chapters about methods for primary studies collecting new data secondary analyses analyzing existing data and tertiary studies conducting literature reviews and meta analyses provide comprehensive coverage of the scope of health research by breaking the research process down into a series of achievable steps introduction to health research methods shows students and early career scholars how they can contribute to improving the health of individuals and communities through research the third edition has been significantly updated to include expanded coverage of qualitative research methods including new chapters on qualitative study design data collection and data analysis additional glossary terms that clarify key terminology for all stages of the research process and a diversity of study approaches enhanced explanations of how to select and implement quantitative and qualitative research and analysis methodologies new and updated coverage of topics such as framing research questions developing testable hypotheses defining specific aims responsibly conducting research selecting study designs minimizing bias applying theoretical paradigms ensuring rigor and reproducibility conducting quality assessment managing grants and more

A History of Photography Written as a Practical Guide and an Introduction to Its Latest Developments

1887

it is often the case perhaps more often than not that new ideas arrive long before there is the me ans to clothe and deli ver them we can think ofleonardo da vinci s drawings of helicopters and submarines among many other examples computer assisted learning cal is an example of an idea which has had a particularly long gestation as i will illustrate early in the book the principles of cal were really first discovered by socrates as a formal method of teaching the socratic method disappeared for over two millennia until the 1950s it was then revived in the form ofprogrammed learning pl which resulted from the researches ofb f skinner at harvard university even then pl was premature in the 1950s and 60s methods were devised such as teaching machines and various sorts ofpl text books and there was a mushrooming of pl publishing at that time for a complex of reason economic logistical and technical pl also largely disappeared from the mid 60s although it continued in a few specialized areas ofteaching and industrial training however during the same period pl quietly transformed itselfinto cal but the computerized form was not capable of mass dissemination until recently hecause personal microcomputers did not have sufficient internal memory sizes that situation has now changed very dramatically and 128k microcomputers are becoming cheap and widely available cheap memory chips of 256k and 1024k cannot be far away either

Introducing CAL

2013-11-11

this book is a part of the qst practical quide five book series which covers day to day practical requirements under the law in simple language the coverage of gst practical quide five book series includes accounts records maintenance under the gst act registration suspension cancellation and revocation of cancellation reverse charge mechanism under gst introduction to gst returns statements and other compliance forms input tax credit this book will be helpful for tax practitioners the legal fraternity and departmental authorities the present publications is the latest 2023 edition and has been amended by the finance act 2023 this book is authored by the goods services tax practitioners association of maharashtra and ca girish kulkarni the detailed contents of this book are as follows introduction to gst returns different methods tools for gst returns types of gst returns statements other compliances gstr 1 outward supplies return gstr 3b return earlier referred to as summary return grmp scheme first return gstr 4 quarterly return for composition taxpayers gstr 5 non resident foreign taxpayer return gstr 6 input service distributor return gstr 7 tax deduction at source tds gstr 8 tax collection at source tcs annual return gstr 9c reconciliation statement and certification gstr 10 final return gstr 11 details of inward supplies of person having uin revision of returns default delay in furnishing the return

Taxmann X GSTPAM's GST Practical Guides | Introduction to GST Returns, Statements and other Compliance Forms [Finance Act 2023] — Covering day-to-day practical requirements for GST Compliance

2023-11-20

working with specialized language a practical guide to using corpora introduces the principles

of using corpora when studying specialized language the resources and techniques used to investigate general language cannot be easily adopted for specialized investigations this book is designed for users of language for special purposes lsp providing guidelines and practical advice it enables lsp users to design build and exploit corpus resources that meet their specialized language needs highly practical and accessible the book includes exercises a glossary and an appendix describing relevant resources and corpus analysis software working with specialized language is ideal for translators technical writers and subject specialists who are interested in exploring the potential of a corpus based approach to teaching and learning lsp

Working with Specialized Language

2002-09-26

highly commended bma medical book awards 2015vertigo and dizziness an introduction and practical guide describes the basic knowledge and practical skills necessary for managing patients presenting with the common symptoms of dizziness and vertigo it provides practitioners with a comprehensive overview of these conditions steps for diagnosing pa

Dizziness and Vertigo

2014-05-22

sangele vraciului cronicile wardstone volumul 10 joseph (2023)

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sangele vraciului cronicile wardstone volumul 10 joseph (2023)

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