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T17EN2 - WILSON VALENCIA

"Microsoft's last Windows version, the April 2018 Update, is a glorious Santa sack full of new features and refinements. What's still not included, though, is a single page of printed instructions. Fortunately, David Pogue is back to help you make sense of it all—with humor, authority, and 500 illustrations."—Page 4 of cover. Tracing the history of economic sanctions from the blockades of World War I to the policing of colonial empires and the interwar confrontation with fascism, Nicholas Mulder combines political, economic, legal, and military history to reveal how a coercive wartime tool was adopted as an instrument of peacekeeping by the League of Nations. This timely study casts an overdue light on why sanctions are widely considered a form of war, and why their unintended consequences are so tremendous.

Translational Medicine: Tools and Techniques provides a standardized path from basic research to the clinic and brings together various policy and practice issues to simplify the broad interdisciplinary field. With discussions from academic and industry leaders at international institutions who have successfully implemented translational medicine techniques and tools in various settings, readers will be guided through implementation strategies relevant to their own needs and institutions. The book also addresses regulatory processes in USA, EU, Japan and China. By providing details on omics sciences techniques, biomarkers, data mining and management approaches, case reports from industry, and tools to assess the value of different technologies and techniques, this book is the first to provide a user-friendly go-to guide for key opinion leaders (KOLs), industry administrators, faculty members, clinicians, researchers, and students interested in translational medicine. Includes detailed and standardized information about the techniques and tools used in translational medicine Provides specific industry case scenarios Explains how to use translational medicine tools and techniques to plan and improve infrastructures and capabilities while reducing cost and optimizing resources

A beloved adventure classic, *The Swiss Family Robinson* is a tale of courage in the face of the unknown that has endured the test of time. Trapped on a remote island after a storm leaves them shipwrecked, a Swiss pastor, his wife, and their four sons must pull together if they want to survive. Hunting, farming, and exploring a strange land for the first time, each son not only tests his own bravery, but discovers a skill all his own as they each adapt to this new, wild place. Full of wonder, revelation, and invention, this timeless adventure story has sparked imaginations of readers young and old for generations. Featuring an appendix of discussion questions, this *Diversions Classics* edition is ideal for use in book groups and classrooms. For more classic titles like this, visit www.diversionbooks.com/ebooks/diversion-classics

Lulu the rhinoceros is good at building things and once Fred the rabbit finds a magic toolbox, he can build things too.

"Fitness, money, and wisdom—here are the tools. Over the last two years ... Tim Ferriss has collected the routines and tools of world-class performers around the globe. Now, the distilled notebook of tips and tricks that helped him double his income, flexibility, happiness, and more is available as *Tools of Titans*."—Page 4 of cover.

An encyclopedia designed especially to meet the needs of elementary, junior high, and senior high school students.

A plane crashes on a desert island and the only survivors, a group of schoolboys, assemble on the beach and wait to be rescued. By day they inhabit a land of bright fantastic birds and dark blue seas, but at night their dreams are haunted by the image of a terrifying beast. As the boys' delicate sense of order fades, so their childish dreams are transformed into something more primitive, and their behaviour starts to take on a murderous, savage significance. First published in 1954, *Lord of the Flies* is one of the most celebrated and widely read of modern classics. Now fully revised and updated, this educational edition includes chapter summaries, comprehension questions, discussion points, classroom activities, a biographical profile of Golding, historical context relevant to the novel and an essay on *Lord of the Flies* by William Golding entitled 'Fable'. Aimed at Key Stage 3 and 4 students, it also includes a section on literary theory for advanced or A-level students. The educational edition encourages original and independent thinking while guiding the student through the text - ideal for use in the classroom and at home.

Smoke billows up. Cool water flows. Whose boat is that? Do you know? This nonfiction ode to boats features six kinds of workers and their boats—a patrol boat, a tugboat, a car ferry, a lobster

boat, a lifeboat, and a fireboat—with important parts properly labeled. The answer to each inquiring refrain lies under a gatefold, engaging the reader in an informative guessing game. With lyrical (and factual!) text by New York Times–bestselling author Toni Buzzeo, and the stylized art of Tom Froese, this sturdy board book is perfect for curious and playful young readers.

The final book of the Bible, Revelation prophesies the ultimate judgement of mankind in a series of allegorical visions, grisly images and numerical predictions. According to these, empires will fall, the "Beast" will be destroyed and Christ will rule a new Jerusalem. With an introduction by Will Self.

Business Model Generation is a handbook for visionaries, game changers, and challengers striving to defy outmoded business models and design tomorrow's enterprises. If your organization needs to adapt to harsh new realities, but you don't yet have a strategy that will get you out in front of your competitors, you need *Business Model Generation*. Co-created by 470 "Business Model Canvas" practitioners from 45 countries, the book features a beautiful, highly visual, 4-color design that takes powerful strategic ideas and tools, and makes them easy to implement in your organization. It explains the most common Business Model patterns, based on concepts from leading business thinkers, and helps you reinterpret them for your own context. You will learn how to systematically understand, design, and implement a game-changing business model—or analyze and renovate an old one. Along the way, you'll understand at a much deeper level your customers, distribution channels, partners, revenue streams, costs, and your core value proposition. *Business Model Generation* features practical innovation techniques used today by leading consultants and companies worldwide, including 3M, Ericsson, Capgemini, Deloitte, and others. Designed for doers, it is for those ready to abandon outmoded thinking and embrace new models of value creation: for executives, consultants, entrepreneurs, and leaders of all organizations. If you're ready to change the rules, you belong to "the business model generation!"

Describes the various types of tools used in the home and in occupations such as those of the carpenter, plumber, mechanic, piano tuner, house painter, custodian, dentist, teacher, musician, and artist.

The instant New York Times bestseller. "An instant classic of investigative journalism... 'All the President's Men' for the Me Too era." — Carlos Lozada, *The Washington Post* From the Pulitzer Prize-winning reporters who broke the news of Harvey Weinstein's sexual harassment and abuse for the New York Times, Jodi Kantor and Megan Twohey, the thrilling untold story of their investigation and its consequences for the #MeToo movement For many years, reporters had tried to get to the truth about Harvey Weinstein's treatment of women. Rumors of wrongdoing had long circulated. But in 2017, when Jodi Kantor and Megan Twohey began their investigation into the prominent Hollywood producer for the New York Times, his name was still synonymous with power. During months of confidential interviews with top actresses, former Weinstein employees, and other sources, many disturbing and long-buried allegations were unearthed, and a web of onerous secret payouts and nondisclosure agreements was revealed. These shadowy settlements had long been used to hide sexual harassment and abuse, but with a breakthrough reporting technique Kantor and Twohey helped to expose it. But Weinstein had evaded scrutiny in the past, and he was not going down without a fight; he employed a team of high-profile lawyers, private investigators, and other allies to thwart the investigation. When Kantor and Twohey were finally able to convince some sources to go on the record, a dramatic final showdown between Weinstein and the New York Times was set in motion. Nothing could have prepared Kantor and Twohey for what followed the publication of their initial Weinstein story on October 5, 2017. Within days, a veritable Pandora's box of sexual harassment and abuse was opened. Women all over the world came forward with their own traumatic stories. Over the next twelve months, hundreds of men from every walk of life and industry were outed following allegations of wrongdoing. But did too much change—or not enough? Those questions hung in the air months later as Brett Kavanaugh was nominated to the Supreme Court, and Christine Blasey Ford came forward to testify that he had assaulted her decades earlier. Kantor and Twohey, who had unique access to Ford and her team, bring to light the odyssey that led her to come forward, the overwhelming forces that came to bear on her, and what happened after she shared her allegation with the world. In the tradition of great investigative journalism, *She Said* tells a thrilling story about the power of truth, with shocking new information from hidden sources. Kantor

and Twohey describe not only the consequences of their reporting for the #MeToo movement, but the inspiring and affecting journeys of the women who spoke up—for the sake of other women, for future generations, and for themselves.

From the self-described 'black, lesbian, mother, warrior, poet', these soaring, urgent essays on the power of women, poetry and anger are filled with darkness and light. Penguin Modern: fifty new books celebrating the pioneering spirit of the iconic Penguin Modern Classics series, with each one offering a concentrated hit of its contemporary, international flavour. Here are authors ranging from Kathy Acker to James Baldwin, Truman Capote to Stanislaw Lem and George Orwell to Shirley Jackson; essays radical and inspiring; poems moving and disturbing; stories surreal and fabulous; taking us from the deep South to modern Japan, New York's underground scene to the farthest reaches of outer space.

The New York Times and USA Today bestseller! This eye-opening book challenges you to do the essential work of unpacking your biases, and helps white people take action and dismantle the privilege within themselves so that you can stop (often unconsciously) inflicting damage on people of color, and in turn, help other white people do better, too. "Layla Saad is one of the most important and valuable teachers we have right now on the subject of white supremacy and racial injustice."—New York Times bestselling author Elizabeth Gilbert Based on the viral Instagram challenge that captivated participants worldwide, *Me and White Supremacy* takes readers on a 28-day journey, complete with journal prompts, to do the necessary and vital work that can ultimately lead to improving race relations. Updated and expanded from the original workbook (downloaded by nearly 100,000 people), this critical text helps you take the work deeper by adding more historical and cultural contexts, sharing moving stories and anecdotes, and including expanded definitions, examples, and further resources, giving you the language to understand racism, and to dismantle your own biases, whether you are using the book on your own, with a book club, or looking to start family activism in your own home. This book will walk you step-by-step through the work of examining: Examining your own white privilege What allyship really means Anti-blackness, racial stereotypes, and cultural appropriation Changing the way that you view and respond to race How to continue the work to create social change Awareness leads to action, and action leads to change. For readers of *White Fragility*, *White Rage*, *So You Want To Talk About Race*, *The New Jim Crow*, *How to Be an Anti-Racist* and more who are ready to closely examine their own beliefs and biases and do the work it will take to create social change. "Layla Saad moves her readers from their heads into their hearts, and ultimately, into their practice. We won't end white supremacy through an intellectual understanding alone; we must put that understanding into action."—Robin DiAngelo, author of New York Times bestseller *White Fragility*

A tour de force from acclaimed author Alan Gratz (*Prisoner B-3087*), this timely -- and timeless -- novel tells the powerful story of three different children seeking refuge. A New York Times bestseller! JOSEF is a Jewish boy living in 1930s Nazi Germany. With the threat of concentration camps looming, he and his family board a ship bound for the other side of the world . . . ISABEL is a Cuban girl in 1994. With riots and unrest plaguing her country, she and her family set out on a raft, hoping to find safety in America . . . MAHMOUD is a Syrian boy in 2015. With his homeland torn apart by violence and destruction, he and his family begin a long trek toward Europe . . . All three kids go on harrowing journeys in search of refuge. All will face unimaginable dangers -- from drownings to bombings to betrayals. But there is always the hope of tomorrow. And although Josef, Isabel, and Mahmoud are separated by continents and decades, shocking connections will tie their stories together in the end. This action-packed novel tackles topics both timely and timeless: courage, survival, and the quest for home.

Guess who each vehicle belongs to, then life the flap to see the correct answer.

"Simple text and full-color photographs present a mystery community helper, one clue at a time, until his or her identity is revealed" -- Provided by publisher.

WINNER: The 2018 McGannon Center Book Prize and shortlisted for the Goddard Riverside Stephan Russo Book Prize for Social Justice The New York Times Book Review: "Riveting." Naomi Klein: "This book is downright scary." Ethan Zuckerman, MIT: "Should be required reading." Dorothy Roberts, author of *Killing the Black Body*: "A must-read." Astra Taylor, author of *The People's Platform*: "The single most important book about technology you will

read this year." Cory Doctorow: "Indispensable." A powerful investigative look at data-based discrimination—and how technology affects civil and human rights and economic equity The State of Indiana denies one million applications for healthcare, foodstamps and cash benefits in three years—because a new computer system interprets any mistake as "failure to cooperate." In Los Angeles, an algorithm calculates the comparative vulnerability of tens of thousands of homeless people in order to prioritize them for an inadequate pool of housing resources. In Pittsburgh, a child welfare agency uses a statistical model to try to predict which children might be future victims of abuse or neglect. Since the dawn of the digital age, decision-making in finance, employment, politics, health and human services has undergone revolutionary change. Today, automated systems—rather than humans—control which neighborhoods get policed, which families attain needed resources, and who is investigated for fraud. While we all live under this new regime of data, the most invasive and punitive systems are aimed at the poor. In *Automating Inequality*, Virginia Eubanks systematically investigates the impacts of data mining, policy algorithms, and predictive risk models on poor and working-class people in America. The book is full of heart-wrenching and eye-opening stories, from a woman in Indiana whose benefits are literally cut off as she lays dying to a family in Pennsylvania in daily fear of losing their daughter because they fit a certain statistical profile. The U.S. has always used its most cutting-edge science and technology to contain, investigate, discipline and punish the destitute. Like the county poorhouse and scientific charity before them, digital tracking and automated decision-making hide poverty from the middle-class public and give the nation the ethical distance it needs to make inhumane choices: which families get food and which starve, who has housing and who remains homeless, and which families are broken up by the state. In the process, they weaken democracy and betray our most cherished national values. This deeply researched and passionate book could not be more timely.

From everyday apps to complex algorithms, Ruha Benjamin cuts through tech-industry hype to understand how emerging technologies can reinforce White supremacy and deepen social inequity. Benjamin argues that automation, far from being a sinister story of racist programmers scheming on the dark web, has the potential to hide, speed up, and deepen discrimination while appearing neutral and even benevolent when compared to the racism of a previous era. Presenting the concept of the "New Jim Code," she shows how a range of discriminatory designs encode inequity by explicitly amplifying racial hierarchies; by ignoring but thereby replicating social divisions; or by aiming to fix racial bias but ultimately doing quite the opposite. Moreover, she makes a compelling case for race itself as a kind of technology, designed to stratify and sanctify social injustice in the architecture of everyday life. This illuminating guide provides conceptual tools for decoding tech promises with sociologically informed skepticism. In doing so, it challenges us to question not only the technologies we are sold but also the ones we ourselves manufacture. Visit the book's free Discussion Guide here.

Inclusive instruction is teaching that recognizes and affirms a student's social identity as an important influence on teaching and learning processes, and that works to create an environment in which students are able to learn from the course, their peers, and the teacher while still being their authentic selves. It works to disrupt traditional notions of who succeeds in the classroom and the systemic inequities inherent in traditional educational practices.—Full-time Academic Professional, Doctorate-granting University, Education This book uniquely offers the distilled wisdom of scores of instructors across ranks, disciplines and institution types, whose contributions are organized into a thematic framework that progressively introduces the reader to the key dispositions, principles and practices for creating the inclusive classroom environments (in person and online) that will help their students succeed. The authors asked the hundreds of instructors whom they surveyed as part of a national study to define what inclusive teaching meant to them and what inclusive teaching approaches they implemented in their courses. The instructors' voices ring loudly as the authors draw on their responses, building on their experiences and expertise to frame the conversation about what inclusive teachers do. The authors in addition describe their own insights and practices, integrating and discussing current literature relevant to inclusive teaching to ensure a research-supported approach. Inclusive teaching is no longer an option but a vital teaching competency as our classrooms fill with racially diverse, first generation, and low income and working class students who need a sense of belonging and recognition to thrive and contribute to the construction of knowledge. The book unfolds as an informal journey that allows the reader to see into other teachers' practices. With questions for reflection embedded throughout the book, the authors provide the reader with an inviting and thoughtful guide to develop their own inclusive teaching practices. By utilizing the concepts and principles in this book readers will be able to take steps to transform their courses into spaces that are equitable and welcoming, and adopt practical strategies to address the various inclusion issues that can arise. The book will also appeal to educational developers and staff who support instructors in their inclusive teaching efforts. It should find a place in

reflective workshops, book clubs and learning communities exploring this important topic.

See what different kinds of hats people wear.

A surprisingly simple way for students to master any subject--based on one of the world's most popular online courses and the bestselling book *A Mind for Numbers* *A Mind for Numbers* and its wildly popular online companion course "Learning How to Learn" have empowered more than two million learners of all ages from around the world to master subjects that they once struggled with. Fans often wish they'd discovered these learning strategies earlier and ask how they can help their kids master these skills as well. Now in this new book for kids and teens, the authors reveal how to make the most of time spent studying. We all have the tools to learn what might not seem to come naturally to us at first--the secret is to understand how the brain works so we can unlock its power. This book explains: Why sometimes letting your mind wander is an important part of the learning process How to avoid "rut think" in order to think outside the box Why having a poor memory can be a good thing The value of metaphors in developing understanding A simple, yet powerful, way to stop procrastinating Filled with illustrations, application questions, and exercises, this book makes learning easy and fun.

The definitive, bestselling book on the origins of nationalism, and the processes that have shaped it. *Imagined Communities*, Benedict Anderson's brilliant book on nationalism, forged a new field of study when it first appeared in 1983. Since then it has sold over a quarter of a million copies and is widely considered the most important book on the subject. In this greatly anticipated revised edition, Anderson updates and elaborates on the core question: what makes people live and die for nations, as well as hate and kill in their name? Anderson examines the creation and global spread of the 'imagined communities' of nationality, and explores the processes that created these communities: the territorialization of religious faiths, the decline of antique kinship, the interaction between capitalism and print, the development of secular languages-of-state, and changing conceptions of time and space. He shows how an ordinary nationalism born in the Americas was adopted by popular movements in Europe, by imperialist powers, and by the movements of anti-imperialist resistance in Asia and Africa. In a new afterword, Anderson examines the extraordinary influence of *Imagined Communities*, and the book's international publication and reception, from the end of the Cold War era to the present day.

A groundbreaking book about personal growth that presents a uniquely effective set of four tools that bring about dynamic change in the present and impart a greater understanding of the depth and complexity of the human condition over the longterm. The Tools addresses the most common complaint patients have about psychotherapy: the interminable wait for change to begin. Barry Michels, an LA-based therapist, was frustrated by his inability to bring his patients faster relief from the issues that plagued them. He found a mentor in Phil Stutz, a psychiatrist who years before devised a methodology that arose from a similar disenchantment. The traditional therapeutic model sets its sights on the past, but Stutz and Michels employ an arsenal of tools--exercises that access the power of the unconscious and effectively meet the most persistent problems people face--and the results are electrifying. Stutz and Michels are much sought-after--a recent profile in *The New Yorker* touted them as an "open secret" in Hollywood--and treat a high-powered and creative clientele. Their first work, *The Tools* transcends the typical self-help genre because of its paradigm-changing material, the credibility of its authors, and the instant appeal and empowerment of its message.

A special 10th anniversary edition of Roy Peter Clark's bestselling guide to writing, featuring five bonus tools. Ten years ago, Roy Peter Clark, America's most influential writing teacher, whittled down almost thirty years of experience in journalism, writing, and teaching into a series of fifty short essays on different aspects of writing. In the past decade, *Writing Tools* has become a classic guidebook for novices and experts alike and remains one of the best loved books on writing available. Organized into four sections, "Nuts and Bolts," "Special Effects," "Blueprints for Stories," and "Useful Habits," *Writing Tools* is infused with more than 200 examples from journalism and literature. This new edition includes five brand new, never-before-shared tools. Accessible, entertaining, inspiring, and above all, useful for every type of writer, from high school student to novelist, *Writing Tools* is essential reading.

A guessing game featuring six kinds of craftsmen and the 24 tools they use to build a house from the ground up.

Collecting several key documents and policy statements, this supplement to the ninth edition of the *Intellectual Freedom Manual* traces a history of ALA's commitment to fighting censorship. An introductory essay by Judith Krug and Candace Morgan, updated by OIF Director Barbara Jones, sketches out an overview of ALA policy on intellectual freedom. An important resource, this volume includes documents which discuss such foundational issues as The Library Bill of Rights Protecting the freedom to read ALA's Code of Ethics How to respond to challenges and concerns about library resources Minors and internet activity Meeting rooms, bulletin boards, and exhibits Copyright Privacy, including the retention of library usage records

The New York Times and Washington Post bestseller that changed the way millions communicate "[Crucial Conversations] draws our attention to those defining moments that literally shape our lives, our relationships, and our world. . . . This book deserves to take its place as one of the key thought leadership contributions of our time." —from the Foreword by Stephen R. Covey, author of *The 7 Habits of Highly Effective People* "The quality of your life comes out of the quality of your dialogues and conversations. Here's how to instantly uplift your crucial conversations." —Mark Victor Hansen, cocreator of the #1 New York Times bestselling series *Chicken Soup for the Soul*® The first edition of *Crucial Conversations* exploded onto the scene and revolutionized the way millions of people communicate when stakes are high. This new edition gives you the tools to: Prepare for high-stakes situations Transform anger and hurt feelings into powerful dialogue Make it safe to talk about almost anything Be persuasive, not abrasive "A former Wall Street quantitative analyst sounds an alarm on mathematical modeling, a pervasive new force in society that threatens to undermine democracy and widen inequality,"--Novelist.

The Cultural Turn in International Aid is one of the first volumes to analyse a wide and comprehensive range of issues related to culture and international aid in a critical and constructive manner. Assessing why international aid is provided for cultural projects, rather than for other causes, the book also considers whether and how donor funded cultural projects can address global challenges, including post-conflict recovery, building peace and security, strengthening resilience, or promoting human rights. With contributions from experts around the globe, this volume critically assesses the impact of international aid, including the diverse power relations and inequalities it creates, and the interests it serves at international, national and local levels. The book also considers projects that have failed and analyses the reasons for their failure, drawing out lessons learnt and considering what could be done better in the future. Contributors to the volume also consider the influence of donors in privileging some forms of culture over others, creating or maintaining specific memories, identities, and interpretations of history, and their reasons for doing so. These rich discussions are contextualised through a historical section, which considers the definitions, approaches and discourses related to culture and aid at international and regional levels. Providing consideration of manifold manifestations of culture, *The Cultural Turn in International Aid* will be of great interest to scholars, students and practitioners. It will be particularly useful for those engaged in the study of heritage, anthropology, international aid and development, international relations, humanitarian studies, community development, cultural studies, politics or sociology.

#1 NEW YORK TIMES BESTSELLER • ONE OF TIME MAGAZINE'S 100 BEST YA BOOKS OF ALL TIME The extraordinary, beloved novel about the ability of books to feed the soul even in the darkest of times. When Death has a story to tell, you listen. It is 1939. Nazi Germany. The country is holding its breath. Death has never been busier, and will become busier still. Liesel Meminger is a foster girl living outside of Munich, who scratches out a meager existence for herself by stealing when she encounters something she can't resist--books. With the help of her accordion-playing foster father, she learns to read and shares her stolen books with her neighbors during bombing raids as well as with the Jewish man hidden in her basement. In superbly crafted writing that burns with intensity, award-winning author Markus Zusak, author of *I Am the Messenger*, has given us one of the most enduring stories of our time. "The kind of book that can be life-changing." —The New York Times "Deserves a place on the same shelf with *The Diary of a Young Girl* by Anne Frank." —USA Today DON'T MISS BRIDGE OF CLAY, MARKUS ZUSAK'S FIRST NOVEL SINCE THE BOOK THIEF.

Describes different tools and the jobs of people who use them.

Through a blend of compelling exercises, illustrations, and stories, the bestselling author of *Thinking in Bets* will train you to combat your own biases, address your weaknesses, and help you become a better and more confident decision-maker. What do you do when you're faced with a big decision? If you're like most people, you probably make a pro and con list, spend a lot of time obsessing about decisions that didn't work out, get caught in analysis paralysis, endlessly seek other people's opinions to find just that little bit of extra information that might make you sure, and finally go with your gut. What if there was a better way to make quality decisions so you can think clearly, feel more confident, second-guess yourself less, and ultimately be more decisive and be more productive? Making good decisions doesn't have to be a series of endless guesswork. Rather, it's a teachable skill that anyone can sharpen. In *How to Decide*, bestselling author Annie Duke and former professional poker player lays out a series of tools anyone can use to make better decisions. You'll learn: • To identify and dismantle hidden biases. • To extract the highest quality feedback from those whose advice you seek. • To more accurately identify the influence of luck in the outcome of your decisions. • When to decide fast, when to decide slow, and when to decide in advance. • To make decisions that more effectively help you to realize your goals and live your values. Through interactive exercises and engaging thought experiments, this book helps you analyze key decisions you've made in the past and troubleshoot

those you're making in the future. Whether you're picking investments, evaluating a job offer, or trying to figure out your romantic life, How to Decide is the key to happier outcomes and fewer regrets.

The how-to guide for exceptional management from the bottom up The Effective Manager is a hands-on practical guide to great management at every level. Written by the man behind Manager Tools, the world's number-one business podcast, this book distills the author's 25 years of management training expertise into clear, actionable steps to start taking today. First, you'll identify what "effective management" actually looks like: can you get the job done at a high level? Do you attract and retain top talent without burning them out? Then you'll dig into the four critical behaviors that make a manager great, and learn how to adjust your own behavior to be the leader your team needs. You'll learn the four major tools that should be a part of every manager's repertoire, how to use them, and even how to introduce them to the team in a productive, non-disruptive way. Most management

books are written for CEOs and geared toward improving corporate management, but this book is expressly aimed at managers of any level—with a behavioral framework designed to be tailored to your team's specific needs. Understand your team's strengths, weaknesses, and goals in a meaningful way Stop limiting feedback to when something goes wrong Motivate your people to continuous improvement Spread the work around and let people stretch their skills Effective managers are good at the job and "good at people." The key is combining those skills to foster your team's development, get better and better results, and maintain a culture of positive productivity. The Effective Manager shows you how to turn good into great with clear, actionable, expert guidance.

Examines vehicles workers drive. Each page is a quiz for you to find the answer to.

Marriage should be based on love, right? But does it seem as though you and your spouse are speaking two different languages? #1 New York Times bestselling author Dr. Gary Chapman guides couples in identifying, understanding, and speaking their

spouse's primary love language-quality time, words of affirmation, gifts, acts of service, or physical touch. By learning the five love languages, you and your spouse will discover your unique love languages and learn practical steps in truly loving each other. Chapters are categorized by love language for easy reference, and each one ends with simple steps to express a specific language to your spouse and guide your marriage in the right direction. A newly designed love languages assessment will help you understand and strengthen your relationship. You can build a lasting, loving marriage together. Gary Chapman hosts a nationally syndicated daily radio program called A Love Language Minute that can be heard on more than 150 radio stations as well as the weekly syndicated program Building Relationships with Gary Chapman, which can both be heard on fivelovelanguages.com. The Five Love Languages is a consistent New York Times bestseller - with over 5 million copies sold and translated into 38 languages. This book is a sales phenomenon, with each year outselling the prior for 16 years running!