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How To Resign From Your Job With Class
~~filling the record of work book / logbook~~

Aligned directly to the NEBOSH syllabus, this book covers the breadth and depth of oil and gas operational safety. This book guides the reader through the principles of how to manage operational risks, carefully conveying a technical subject in a clear, concise manner that readers will find comfortable to read and understand. Written in full colour by a highly experienced team who have many years' experience within the field, this book is

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undoubtedly an essential tool to enhance your understanding of operational safety within the oil and gas industry.

Providing an overview of the formative years of a junior doctor ' s career, The Foundation Programme at a Glance consolidates the generic and condition-specific skills required to excel in this stage of training. Taking a simple and holistic approach to providing support for junior doctors, it integrates text and image content to suit all learning styles. Sections include advice on making the most of your training, tips on good clinical practice, communication, and common presentations and conditions. Edited by the National Director and Deputy National Director of the UK Foundation Programme, each section is written by experts in their respective fields, presenting insights into the programme with unrivalled authority. The

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Foundation Programme at a Glance: •
Uses diagrams, line drawings and flow charts to clearly illustrate concepts • Follows the current Foundation Programme curriculum

- Integrates theory and practice

This comprehensive and practical volume contains all the vital information you need to reach excellence during the foundation years, and to get the most out of your time on the programme.

Support your growing family without losing professional ground—a proven approach
The Parental Leave Playbook helps parents take control of their leave and make the most of what's considered a career timeout, but is actually a vital "time-in" for your life. If you're an expecting or new parent concerned about how your leave and return plans will affect your visibility, candidacy for promotion, work relationships, and performance (not to mention your identity

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and home life), this book will guide you into the smoothest transition possible. Most importantly, this book will help you as you grow and strengthen yourself and your family while remaining a professional. In *The Parental Leave Playbook*, you'll learn Dr. Amy Beacom's innovative R.E.T.A.I.N. framework and the three-phase, ten-touchpoint model, to coach yourself through the leave process. Beacom identifies the critical points before, during, and after leave where parents and managers must work together, and explains how parents can facilitate success by finessing the way they approach their manager and colleagues. These models are supported by case studies from the author's work in the field with leading organizations like Microsoft, and supplemented by resources such as the evidence-based Parental Leave Transition Assessment (PLTA) sample report, leave action plan templates, reflection prompts,

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and development exercises to enhance self-awareness and skills. You'll learn how to:

- Communicate your parental leave plans effectively and at the right time
- Set expectations with managers and colleagues to ensure a smooth transition
- Learn how to maintain visibility, avoid being replaced, and continue your upward career trajectory during your parental leave and beyond
- Grow and strengthen your family without sacrificing your professional gains

All working parents-to-be can benefit from the ideas and proven tools in this direct and practical book.

Popular Science gives our readers the information and tools to improve their technology and their world. The core belief that Popular Science and our readers share: The future is going to be better, and science and technology are the driving forces that will help make it better.

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Whether you ' re a seasoned training professional or an occasional presenter, you can make your presentation a true learning tool by implementing these effective strategies. In “ PowerPoint: Your Co-Facilitator, ” Brian Washburn shows you how to create great presentations using any presentation software. This issue of TD at Work includes:

- strategies for developing presentations
- guidance on using adult learning theory as a basis for design
- tips for focusing slides and using dynamic graphics
- a storyboard template
- a checklist for use throughout the presentation development process.

The provision of care within the context of the modern health service environment involves a wide range of professionals. The health care team might include general practitioners, nurses, midwives, hospital

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doctors, physiotherapists, other allied health professionals, as well as receptionists and practice managers. To optimise delivery of care at both individual and population levels, team members must work collaboratively with colleagues in their own profession and others. This book, in the Values-Based Medicine series, adds the dimension of values to the more usual discussions of teamwork, considering interactions between health care professionals and how these might be affected by differences in professional and personal values. Examples of scenarios based on real-life experience promote learning and reflection. Anybody working or training in health care and who aspires to collaborate successfully with their colleagues in other specialties will find this book extremely valuable, as will educators who facilitate learners in teamwork.

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Aims to bring together, present, and discuss what is known about work and organizations and their connection to broader economic change in Europe and America. This volume contains a range of theoretically informed essays, which give comprehensive coverage of changes in work, occupations, and organizations.

Your must-have tool for perfect project management Want to take your career to the next level and be a master of planning, organising, motivating and controlling resources to meet your goals? This easy-to-use guide has you covered! Project Management Checklists For Dummies takes the intimidation out of project management, and shows you step by step how to use rigorous self-check questions to save significant time—and headaches—in managing your projects effectively. Project Management Checklists For Dummies gives

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you to-do lists, hands-on checklists and helpful guidance for managing every phase of a project from start to finish. Before you know it, you'll be a star project manager as you organise, estimate and schedule projects in today's time-crunched, cost-conscious global business environment. Includes useful to-do lists and checklists to ensure all the necessary steps are completed Offers simple exercises to help clarify needs and requirements along the way Provides templates to complete, which can also be downloaded from Dummies.com and customised to suit your unique requirements Supplies hints and tips to help you along the way If you're a project manager—or any professional charged with managing a project and wondering where to start—Project Management Checklists For Dummies is your ready-made tool for success.

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The goal of the book is provide trainees, junior and senior clinicians, and other professionals with a comprehensive resource that they can use to improve care processes and performance in the hospitals that serve their communities. Includes case studies.

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