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 Sams Teach Yourself Computer Basics in 24 Hours
 101 Sample Write-Ups for Documenting Employee Performance Problems
 The Consumer Action Handbook

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YARELI SIMS

[Chrysanthemum Big Book](#) Vintage

From time to time, many of us might wish for a genie to transform our workplace. But what if you yourself had that power? Workplace Genie shows employees, entrepreneurs, and virtual workers how to handle challenging work relationships in unorthodox ways. Melding the proven ideas of a communications expert and leading psychotherapist, this book gives readers a powerful new toolbox to connect with their own inner resources and understand other people's perspectives. Readers will learn how to move past their own self-imposed obstacles, assess situations more realistically, and build positive long-term relationships. This book is an essential resource for those who want to take the initiative with confidence and: Improve their own work environment by bringing out the best in other people Reset relationships and overcome previous experiences that hamper success Relate to their boss and coworkers better Keep their cool when triggered by old insecurities Armed with this essential toolkit, you will become your own workplace genie.

Employment Statutory Code of Practice How2Become Ltd

How do scholarship and practices of remembrance regarding Nazi Germany benefit from digital tools and approaches? What challenges arise from

"doing history digitally" in this field - and how should they best be dealt with? The eight chapters of this book explore these and related questions. They discuss the digital initiatives of various archives and source databases, highlight findings of research undertaken with digital tools, and examine how such tools can be used to present history in education, exhibitions and memorials. All contributions focus on recent or, in some cases, ongoing digital projects related to the history of National Socialism, World War II, and the Holocaust.

New York Tenants' Rights Mary Ann Hallenborg

This little book gives more than 20 examples of BIFF responses--brief, informative, friendly, and firm--for all areas of life, plus additional tips to help readers deal with high-conflict people anywhere. 158 pp.

SLAPPs Stationery Office/Tso

This complete guide for injured workers in California will help injured workers get medical treatment with their own doctor or find another, file claims on time, deal with claims adjusters who don't want to pay benefits, and get a lump-sum settlement for the highest amount possible.

California Workers' Comp American Bar Association

In a democracy that for over 200 years has prided itself on public participation and citizen involvement in government, thousands have been and will be the targets of multi-million-dollar lawsuits. They will be sued for such "all-American" activities as circulating a petition, writing a letter to the editor, testifying at a public hearing, reporting violations of the law, filing an official complaint, lobbying for legislation, or otherwise communicating their

views. Such cases, named "Strategic Lawsuits Against Public Participation," with their apropos acronym, SLAPPs, are a shocking abuse of one of our most basic political rights - the Right to Petition. So extensive and grievous is the phenomenon that Justice Nicholas Colabella remarked, "Short of a gun to the head, a greater threat to First Amendment expression can scarcely be imagined." George W. Pring and Penelope Canan explore the full range of SLAPP stories in this first study of SLAPPs - retaliatory lawsuits by real estate developers; teachers; police; politicians; opponents of civil rights; consumers' rights; women's rights; and many others. This comprehensive book examines what happens to the targets of SLAPPs and what is happening to public participation in American politics. Addressing the ultimate dilemma - what can be done to turn the tables and fight back - Pring and Canan offer concrete, well-supported, balanced solutions for preventing, managing, and curing SLAPPs at all levels of government. Author note: George W. Pring is Professor of Law at the University of Denver. >P>Penelope Canan is Associate Professor of Sociology at the University of Denver. They are the co-directors of the Political Litigation Project at the University of Denver.

Management from A to Zweig AMACOM

This compilation of resources offers practical, ready-to-use solutions to the issues and dilemmas principals face every day.

Report Red Wheel/Weiser

Offers legal advice for tenants in New York, discusses common rental problems and solutions, and includes instructions for preparing legal forms and letters.

E-Writing Nolo

Since at least the time of Tocqueville, observers have noted that Americans draw on the language of rights when expressing dissatisfaction with political and social conditions. As the United States confronts a complicated set of twenty-first-century problems, that tradition continues, with Americans invoking symbolic events of the founding era to frame calls for change. Most observers have been critical of such "rights talk." Scholars on the left worry that it limits the range of political demands to those that can be articulated as legally recognized rights, while conservatives fear that it creates unrealistic expectations of entitlement. Drawing on a remarkable cache of Depression-era complaint letters written by ordinary Americans to the Justice Department, George I. Lovell challenges these common claims. Although the letters were written prior to the emergence of the modern civil rights movement—which most people assume is the origin of rights talk—many contain novel legal arguments, including expansive demands for new entitlements that went beyond what authorities had regarded as legitimate or required by law. Lovell demonstrates that rights talk is more malleable and less constraining than is generally believed. Americans, he shows, are capable of deploying idealized legal claims as a rhetorical tool for expressing their aspirations for a more just society while retaining a realistic understanding that the law often falls short of its own ideals.

AMA Management Digest Unhooked Books

Resolve any HR issue in a snap! Solving office problems before they escalate marks the difference between success and failure for any HR professional. The HR Toolkit provides what you need to resolve every imaginable challenge—saving your company time and money. With a handy indexed listing of the most common workplace conflicts and solutions, The HR Toolkit offers simple, actionable techniques you can start using right away. In no time, you'll be an expert on every issue and situation you face, including: Conflict resolution Performance management Job design Employee selection Workplace culture Codes of ethics Medical leave Fair labor standards Workplace Violence and Bullying Competitive Corporate Governance The HR Toolkit packs everything you need into one handy volume to help you increase both productivity and your company's bottom line by solving problems with diplomacy and skill. Praise for The HR Toolkit "Dozens of sample memos, policies, training aids, exercises, checklists and more that readers can use immediately for a wide range of HR tasks. Author Denise A. Romano, an HR professional for more than 14 years, does more than offer sample documents and review laws relevant to HR. She urges HR professionals to be "credible activists" who are willing—and well-trained enough—to point out when their companies are violating laws or just handling things improperly through inadvertent errors. She also addresses HR professionals' worries—including advising them on coping with workplaces that devalue HR. " —SHRM/HR Magazine

How 2 Become a Police Community Support Officer Simon and Schuster

Legal Writing for the Undergraduate by Antonio C. Elefano Is the perfect introduction to American law and legal writing *Legal Writing for the Undergraduate* by Antonio Elefano offers a practical introduction to legal analysis and legal writing, designed to give even the most novice student a command of the basics of legal writing. With careful guidance and scaffolding, the author effectively teaches students how to read and analyze cases and how to formulate persuasive legal arguments. The book begins with a comprehensive overview of the U.S. Legal System, including how to analyze a law and apply it to varying situations. The text continues with the fundamentals of legal writing, offering in-depth, step-by-step instruction on writing different types of Legal Memoranda and Appellate Briefs. Through effective assignments and engaging discussion, students will learn how to craft thoughtful and polished arguments. Professors and students will benefit from: A streamlined and accessible introduction to legal reasoning Class-tested assignments utilizing several closed universes of cases, allowing focus on the application of law Instruction on how to read and brief a case Separate chapters on the fundamentals of legal writing, basic legal research, and appellate briefs Thoughtful guidance on the structure and strategy of appellate-style oral argumentation Helpful chapter on how to workshop legal writing Practical advice on how to get into law school Engaging presentation that demystifies legal analysis

Consumer Frauds and Elderly Persons iUniverse

This book is poised to become the new "how-to" book to transform anxious e-mail hacks and mediocre memo writers into eloquent electronic scribes in no time at all.

Model Rules of Professional Conduct Walter de Gruyter GmbH & Co KG

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

When People Complain Harper Collins

She was a perfect baby, and she had a perfect name. Chrysanthemum. Chrysanthemum loved her name—until she started school. A terrific read-aloud for the classroom and libraries!

Serious Mismanagement and Misconduct in the Treasury Department, Customs Service, and Other Federal Agencies and the Adequacy of Efforts to Hold Agency Officials Accountable Haymarket Books

This reference contains hundreds of tips, techniques, and samples that will help readers create the perfect letter or e-mail no matter what the occasion or circumstance, or how little time they have.

501 Writing Prompts McGraw Hill Professional

Designed to be an all in one solution, this book helps users to get up and running on their computers and learn the pre-loaded software applications.

This third edition has been revised and updated to include coverage of new PC hardware and software.

Writing the Digital History of Nazi Germany ZweigWhite

On cover and title page: Equality Act 2010 code of practice

United States Attorneys' Manual University of Chicago Press

Selfserv Credit Improvement Guide is your complete guide to managing your credit wisely! With over eight years experience in credit consulting, author Lester Bennett gives you a complete overview of how the credit industry works and offers detailed instructions on how to avoid credit mistakes. With his simple, direct style, Bennett shows you how to improve your credit step-by-step-no matter your situation. Learn to manage your credit cards, correct errors on your credit report, and establish your credit. Potential homebuyers will find Bennett's advice on mortgage credit invaluable, and first-time borrowers will learn how to steer clear of common credit blunders. Bennett also examines the pitfall of declaring bankruptcy and shares information on how to handle your debts, he also explains how to file complaints against companies that violate your rights. Learn how to work with collection agencies and creditors to resolve your debts, and be informed of your rights under state and federal consumer protection laws. Bennett also includes sample letters that will help you navigate the bureaucracy of credit bureaus. Don't let your credit ruin your chance of a happy and successful financial life!

Federal Election Campaign Laws Sams Publishing

"This eBook features 501 sample writing prompts that are designed to help you improve your writing and gain the necessary writing skills needed to ace essay exams. Build your essay-writing confidence fast with 501 Writing Prompts!" --

This Is Not Civil Rights Simon and Schuster

The National Book Critics Circle Award-winning author delivers a collection of essays that serve as the perfect "antidote to mansplaining" (The Stranger). In her comic, scathing essay "Men Explain Things to Me," Rebecca Solnit took on what often goes wrong in conversations between men and women. She wrote about men who wrongly assume they know things and wrongly assume women don't, about why this arises, and how this aspect of the gender wars works, airing some of her own hilariously awful encounters. She ends on a serious note— because the ultimate problem is the silencing of women who have something to say, including those saying things like, "He's trying to kill me!" This book features that now-classic essay with six perfect complements, including an examination of the great feminist writer Virginia Woolf's embrace of mystery, of not knowing, of doubt and ambiguity, a highly original inquiry into marriage equality, and a terrifying survey of the scope of contemporary violence against women. "In this series of personal but unsentimental essays, Solnit gives succinct shorthand to a familiar female experience that before had gone unarticulated, perhaps even unrecognized." —The New York Times "Essential feminist reading." —The New Republic "This slim book hums with power and wit." —Boston Globe "Solnit tackles big themes of gender and power in these accessible essays. Honest and full of wit, this is an integral read that furthers the conversation on feminism and contemporary society." —San Francisco Chronicle "Essential." —Marketplace "Feminist, frequently funny, unflinchingly honest and often scathing in its conclusions." —Salon

Clearinghouse Review Corwin Press

Tell kids not to worry. sorting my life out. be in touch to get some things. Instead of being a simple sms message, this text turned out to be crucial and chilling evidence in convicting the deceptive killer of a mother of two. Sent from her phone, after her death, tell tale signs announce themselves to a forensic linguist. Rarely is a crime committed without there being some evidence in the form of language. Wordcrime features a series of chapters where gripping cases are described - involving murder, sexual assault, hate mail, suspicious death, code deciphering, arson and even genocide. Olsson describes the evidence he gave in each one. In approachable and clear prose, he details how forensic linguistics helps the law beat the criminals. This is fascinating reading for anyone interested in true crime, in modern, cutting-edge criminology and also where the study of language meets the law.