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risk involved in getting started but the rewards can certainly outweigh the risks when this coronavirus sars cov 19 emerged at the beginning of 2020 i didn't worry too much about it because i recognised it as being outside my area of control there was nothing for me to do so i just ignored it then bit by bit things started to change the twin threats of death by plague and economic ruin came front and center into our collective awareness as lockdown progressed it was soon obvious that many of my students were struggling things they depended on for their physical mental and economic health were simply gone i realised that i had to focus on my core mission which is to help my students normally that means help them with their sword problems but the whole point of practising swordsmanship is to improve your quality of life and not all the help they needed was directly sword related then i thought of the things that were working for me the mental postures learned from swordsmanship training that were easing my way through lockdown with minimal stress i started blogging these ideas as they came up between march and june 2020 and before long was getting requests from readers to create a book of them so here it is guy's lockdown survival guide or swords in the time of corona some of the advice here is lockdown specific but most of it is applicable to all sorts of crises i hope you find it useful the author a well known and respected specialist in the field provides the reader with authoritative coverage of what the emt needs to know perfectly balanced between the question bank and the more comprehensive traditional text the presentation is clear and concise making the text an excellent addition to the emt student's resources as well as a perfect tool to use in reviewing for refresher courses a quick guide to human resource testing is a quick reference guide for human resource hr practitioners who use or plan to use assessment instruments in any context it includes explanations tips case studies and suggestions to help practitioners get the most out of their hr testing those in charge of recruiting and selecting new staff face a decision making process that needs to be responsible in its implementation and to produce a positive and wide ranging outcome the cost of a wrong selection decision has been estimated to be anywhere between one and a half times and five times the salary of the job in question studies have shown that appropriate assessment tools enhance the chances of making good selection and recruitment decisions testing is also important to the hr practitioner in a variety of other contexts including team building change management and ongoing organisational needs good practice and appropriate use of tests are as vital to these areas as they are in the selection and recruitment of staff drug metabolism and pharmacokinetics quick guide covers a number of aspects of drug assessment at drug discovery and development stages topics such as pharmacokinetics absorption metabolism enzyme kinetics drug transporters drug interactions drug like properties assays and in silico calculations it covers key concepts with useful tables on physiological parameters eg blood flow to organs in x species expression and localization of enzymes and transporters chemical structure nomenclature and moieties leading to bioactivation with examples overall it includes a number of key topics useful at the drug discovery stage which would serve as a quick reference with several examples from the literature to illustrate the concept the clinician's quick guide to interpersonal psychotherapy is a practical guide for busy clinicians who want to learn interpersonal psychotherapy ipt initially developed as a treatment for major depression ipt has proven highly effective as a therapy for a number of other disorders ipt can be combined with medication and it is a safe alternative to medication for those individuals who may not be able to take antidepressants ipt has been shown not only to relieve symptoms but to build social skills as well learn how to use ipt to effectively treat depression as well as other disorders including bipolar disorder anxiety disorders eating disorders and borderline personality disorder written by the originators of the treatment this practical book describes how to approach clinical encounters with patients how to focus ipt treatment and ways to handle therapeutic difficulties the book updates research findings on ipt and addresses its adaptation to different cultures complete with clinical examples and sample therapist scripts throughout this guide foregoes the theoretical and empirical background of ipt and focuses on teaching you the best way to deliver this effective time limited diagnostically focused and immensely practical treatment this quick guide is intended to assist in the creation of urban settlements of any type by default several options will be presented in tables for the random definition a

specific setting will not be used it can be used in any scenario or context the elements of agile and scrum in a nutshell whether you re new to agile software development or considering scrum for general project management scrum basics compiles all of the essentials into one handy little guide learn how agile teams use scrum with a simple summary of agile project management basics like the agile manifesto and 12 agile principles a concise overview of scrum roles artifacts and activities a well organized breakdown of scrum practices with helpful illustrations and advice a troubleshooting faq and 5 case studies to help you visualize scrum in action introducing the latest edition of this step by step guide for planning and executing a job search this book is filled with practical advice that will help anyone find their personal niche in the legal profession this volume aims to help you to establish profitable affirmative client relationships so you can avoid unnecessary risks associated with malpractice and disciplinary complaints it covers information on human resources and covers the hiring process training and development compensation and discipline and termination section two fees billing and collection includes measuring billing practices hourly billing pricing legal services alternative fee agreements managing the billing process and engagement letters the checklists and forms in this volume provide a variety of models and templates assembled with the help of a diverse group of lawyers and law firms provides a real world view and best practices around using sharepoint 2003 technologies to meet business needs seth bates was the technical reviewer for both of scot hillier s books lists the most common deployment scenarios of sharepoint technologies and the ways to best leverage sharepoint features for these scenarios basic accounting service business study guide is designed as a reference material in introductory accounting that can be used by readers especially students taking basic accounting for service business presentations and discussions of various accounting concepts and frameworks are simplified to provide the reader with an initial working knowledge on the different steps of the accounting cycle for a service business emphasis is given to various accounting concepts at the same time the development of the procedural accounting skills different basic accounting frameworks and forms are used to assist readers in understanding seemingly complex accounting subject matters the authors would like to inform the users of this study guide that this was written for readers especially students who would want to read a quick guide for the rubrics of basic accounting for service business each unit is prefaced with learning objectives to serve as guide to readers discussion questions and problem exercises are not included in this reference material this study guide can be effectively use together with a workbook which is available in the university where one of the authors is currently affiliated this reference material is not intended to replace existing accounting textbooks written by famous authors whom we have respectfully cited and given credit in this guide the user of this study guide will walk through the accounting process in a rational concise and easy to understand manner with the teacher s expert guidance plus this study guide to learning the basics in accounting the student will undoubtedly appreciate the fundamentals of accounting our desire is to open the eyes of students that studying basic accounting is both easy and rewarding the main purpose of this book is to develop the thinking of the world of investments and finances this book should be used as a reference tool to get the ball rolling as you begin to research investment opportunities it is my desire that anybody reading this book who is looking to progress in life can refer to it as an easy guide for general information applying the information in the book will build a foundation for a lifetime of improvement in today s multicultural society we are increasingly likely to meet and become friends with people from different religious backgrounds and to find ourselves attending an unfamiliar ceremony when this happens there can be few of us who know exactly what to expect or are confident about how to behave this chapter from do i kneel or do i bow will tell you everything you need to understand and take part in a hindu ceremony armed with this basic information you will feel relaxed enough to enjoy the occasion and perhaps inspired to discover more about the spiritual world view of another cultural tradition learn how to successfully adapt to online remote learning with this super quick guide packed with pragmatic applied tips on how to adjust to a digital learning experience this handy resource will instil you with the confidence and know how needed to succeed set up an effective workplace and stay motivated work well with tutors and get

the support you need get the most out of different forms of learning from lectures to field work make the best use of materials such as online databases and open access content collaborate effectively with peers and create your best work an invaluable guide to get you through university cool calm and in control a short guide to writing about motion graphics is the one essential textbook for any student writing critically about non narrative motion pictures this book explains in accessible language what research is for and how to use it when writing critical examinations of motion pictures that do not tell stories explained using clear examples taken from published writing this book shows how to approach a writing assignment from beginning to completion covering such topics as the purpose of research how to create and use a close reading the relationship between writing and revision and common problems and their solutions this book is an essential guide for any student writing about motion graphics the process it presents has one simple goal writing clearly for publication pipeline engineering requires an understanding of a wide range of topics operators must take into account numerous pipeline codes and standards calculation approaches and reference materials in order to make accurate and informed decisions a quick guide to pipeline engineering provides concise easy to use and accessible information on onshore and offshore pipeline engineering topics covered include design construction testing operation and maintenance and decommissioning basic principles are discussed and clear guidance on regulations is provided in a way that will prove useful to both engineers and students provides concise easy to use and accessible information on onshore and offshore pipeline engineering topics covered include design construction testing operation maintenance and decommissioning basic principles are discussed and clear guidance on regulations is provided autoit is becoming increasingly popular in the system administration field as a tool for automating administrative tasks although this is one of its more popular uses you can use autoit to automate anything in a windows environment this powerful scripting language can run any program and manipulate keyboard and mouse input with its runas support administrators can perform unattended installations and configuration changes using embedded administrative privileges this guide teaches you the foundations of the autoit v3 language you will learn about variables and includes graphical user interfaces user defined functions and conditional and loop statements you will then apply what you have learned in examples related to the system administration field the examples in this short cut can be used to create anything from a game modification to a logon script that verifies windows updates health and safety issues now impose upon almost every part of business life the system of enforcement is managed and implemented in the uk by the health and safety executive hse but at times it can be difficult to know exactly which bits of this elaborate spider's web should be applied in a given instance and which are most important this quick guide puts the subject into context providing a rational overview and a valid starting point to applying health and safety in the workplace and offers a concise and readily accessible interpretation of what health and safety legislation means in practice puts health and safety in to context provides a rational overview and starting point to applying health and safety in the workplace offers a concise interpretation of health and safety legislation in practice in from medieval manuscript to modern practice renowned historical swordsman guy windsor demystifies one of the greatest martial arts books of all time fiore dei liberi s il fior di battaglia the flower of battle in the late 14th century dei liberi an italian knightly combat master wrote il fior di battaglia the flower of battle this magnificent illustrated manuscript described how to fight on foot and on horseback in armour and without with sword spear pollax dagger or with no weapon at all windsor spent the last twenty years studying fiore's work and creating a modern practice of historical swordsmanship from it in this book windsor takes you through all of fiore's longsword techniques on foot without armour each technique or play is shown with the drawing from the treatise windsor's transcription and translation of the text his commentary on how it fits into the system and works in practice and a link to a video of the technique in action the book also contains a detailed introduction describing fiore's life and times and extensive discussion of the contexts in which fiore's art belongs from medieval manuscript to modern practice is essential reading for all martial artists and historians of the medieval and early renaissance a concise and accessible guide to the knowledge required to fulfil

the role of a welding inspector in covering both european and us based codes the book gives those wishing to gain certification in welding inspection a basic all round understanding of the main subject matter a concise and accessible guide to the knowledge required to fulfil the role of a welding inspector covers both european and us based codes gives those wishing to gain certification in welding inspection a basic all round understanding of the main subject matter did you know the internet is responsible for making more millionaires than any other medium in history building a solid online business that generates revenue for you can be extremely lucrative if it s done correctly in fact there are so many different ways to earn income online and you have the freedom to create your business around those options that suit you best perhaps the biggest benefit to generating an income online is that you have the freedom to create multiple streams of income from your efforts if you re serious it s also possible to grow your online income to the point where it totally replaces the income you get from your day job the opportunities outlined in this book give you some insight into some highly effective ways to generate real income streams are you ready to get started let s go other books bitcoin and digital currency for beginners the basic little guide investing in gold and silver bullion the ultimate safe haven investments nigerian stock market investment 2 books with bonus content the dividend millionaire investing for income and winning in the stock market economic crisis surviving global currency collapse safeguard your financial future with silver and gold passionate about stock investing the quick guide to investing in the stock market guide to investing in the nigerian stock market building wealth with dividend stocks in the nigerian stock market dividends stocks secret weapon precious metals investing for beginners the quick guide to platinum and palladium child millionaire stock market investing for beginners how to build wealth the smart way for your child the basic little guide taming the tongue the power of spoken words book the boss br 1180 quick guide is the fast way to get happening on boss s most powerful new digital recorder within a short time you ll be recording instruments and vocals with one and two mic setups organized in a step by step procedural manner this book is written simply in plain language as if you ve never recorded before topics covered include cables and connections mic setup positions including stereo recording signal flow audio editing basics punch in punch out effects and much more all the way through bouncing down your final mix this book was made in cooperation with boss tech support staff and authored by caroline j alexander caroline j alexander holds a masters degree in music design for the moving image from bournemouth university in england gifted in composing mixing illustrating and writing caroline has mastered the craft of simplifying the most complex in music technology and making it easy to understand and use the author of many instrument and software specific books she co authored the bestselling how to do a demo quality recording in your bedroom 2nd ed and edited how midi works 6th ed illustrating both as a composer she s scored for short films animation game rides and web sites from minor cuts and burns to heart attacks and strokes this handy take anywhere guide gives you the knowledge and advice you need to recognize and respond to any medical emergency be prepared for any medical emergency and handle it safely and efficiently with the complete first aid pocket guide quickly identify signs and symptoms of a wide range of medical conditions and learn how to recognize the difference between a minor injury or illness and those that are more serious with this essential handbook each section of the complete first aid pocket guide includes a quick list of signs and symptoms to look for and step by step first aid instructions for dealing with each situation all in user friendly simple language that s easy to understand medical issues covered include first aid basics including roles and responsibilities of a first aider managing an incident activating emergency services and infection control lifesaving skills including the recovery position cardiopulmonary resuscitation cpr and use of an automated external defibrillator aed minor injuries and conditions including soft tissue injuries splinters blisters eye injuries nosebleed diarrhea and vomiting traumatic injuries including severe bleeding amputation shock fractures crush injuries burns and head and neck injuries medical emergencies including heart attack stroke asthma anaphylaxis hypoglycemia meningitis seizures poisoning and emergency childbirth environmental conditions including hypothermia frostbite heat stroke sunburn and lightning strike pediatric emergencies and illnesses including assessing an

unresponsive child or baby pediatric cardiopulmonary resuscitation cpr choking croup and febrile seizures first aid kit lists for home vehicles and outdoor use with an appendix featuring an a to z list of every condition covered it s easy for you to quickly find the exact information you need in any situation you may face with its small trim and portable size the complete first aid pocket guide is the perfect addition to a home first aid kit car first aid kit disaster survival bag as well as a pocket companion for emts and other first responders in the field four page example rich laminated quick reference guide that will open the world of microsoft office automation in word excel powerpoint and access you will learn how to modify macros customize functions and create your own programming written with beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource for composing visual basic for applications code geared toward the intermediate to advanced microsoft office 2016 user the following topics are covered getting started showing the developer tab setting macro security organizing vba projects opening or creating code windows deleting a code window creating vba code running vba code saving code saving global macros code name rules vba editor tips using navigating code window lists password protecting code create vba subroutines useful code events understanding the vba language vba code syntax organizing code efficiency with variables good practices with variables decision power good practices with if and select eliminating repeats with for and do other topics reaching out to users troubleshooting sophistication with vba functions useful vba function categories troubleshooting catching bugs trap errors troubleshooting tips vba code tips a wide variety of examples provided for the following useful keyboard shortcuts simple code variables code decisions eliminating repeats reaching out to users if you have absolutely no experience in computer programming and feel intimidated yet curious about the subject this guide is for you small basic is a beginner level programming language developed by software powerhouse microsoft this quick and simple guide will familiarize you with the fundamental principles behind computer programming by using the small basic programming language

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