

A Professionals Guide To Problem Solving With Decision Science

Solution Focused Brief Therapy (SFBT) promotes collaborative work and positive outcomes. It is an approach that can be used in acute hospitals as well as with clients who are seen as outpatients or in the community. Written in an accessible style with over seventy case examples Focus on Solutions shows how SFBT can help people who are suffering from voice or memory difficulties, a stammer, a stroke, HIV, traumatic brain injury or illnesses such as cancer or Parkinson's disease. The book provides a practical framework as to how individuals, families and groups can begin to work on their strengths by focusing on the solutions rather than the problems in their lives. Focus on Solutions contains many useful ideas for experienced practitioners and those new to solution focused work, which is of growing importance in the health service as well as business and education. Therapists, doctors, nurses or psychologists will find this book an invaluable contribution to the field of reflective practice. Updated to provide coverage of present-day concerns in such areas as the economy, the job market and technological advances, an expanded second edition also includes revised sections on FMLA, health-insurance changes and the latest compensation laws.

People who deal with violence on a daily basis know that the best way to avoid getting injured or sued by the jerk who started the trouble is to defuse the situation or put him down fast and hard. Here Animal shows you how to do both.

Focus on Solutions

Savvy Strategies to Get In, Get Ahead, and Rise to the Top

Enron

PMP: Project Management Professional Exam Study Guide

The Salon Professional's Guide to Foot Care

Successful Problem Solving

This new series of fifteen books - The Food Service Professional Guide TO Series from the editors of the Food Service Professional are the best and most comprehensive books for serious food service operators available today. These step-by-step guides on a specific management subject range from finding a great site for your new restaurant to how to train your wait staff and literally everything in between. They are easy and fast -to-read, easy to understand and will take the mystery out of the subject. The information is boiled down to the essence. They are filled to the brim with up to date and pertinent information. The books cover all the bases, providing clear explanations and helpful, specific information. All titles in the series include the phone numbers and web sites of all companies

discussed. What you will not find are wordy explanations, tales of how someone did it better, or a scholarly lecture on the theory. Every paragraph in each of the books are comprehensive, well researched, engrossing, and just plain fun-to-read, yet are packed with interesting ideas. You will be using your highlighter a lot! The best part aside from the content is they are very moderately priced. You can also purchase the whole 15 book series the isbn number is 0-910627-26-6. You are bound to get a great new idea to try on every page if not out of every paragraph. Do not be put off by the low price, these books really do deliver the critical information and eye opening ideas you need you to succeed without the fluff so commonly found in more expensive books on the subject. Highly recommended! Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

Designed as a research-based yet matter-of-fact guide for beginning and future scientist-practitioners, *A Practical Guide to Building Professional Competencies in School Psychology* skillfully augments the reader's training, supervision, and experience by providing a framework for honing essential skills in the field. This reader-friendly, evidence-based text encourages the continuing development of expertise in communication and collaborative skills, diversity awareness, technical knowledge, and other domains critical to building and maintaining an ethical, meaningful practice. Each chapter in this must-have volume examines a core area of expertise in depth, and provides checklists (linked to competencies set out in NASP's Blueprint III) and the Development and Enhancement of Competencies Assessment Form are included to enable readers to gain a more complete understanding of their professional strengths and needs. The skill sets covered include: Developing cross-cultural competencies. Evaluating students with emotional and behavioral problems. Assessing student skills using a variety of approaches. Preventing and intervening in crisis situations. Consulting with families, colleagues, and the community. Facilitating mental health services in the school setting. *A Practical Guide to Building Professional Competencies in School Psychology* provides an invaluable set of professional development tools for new practitioners and graduate students in school psychology.

Written by a licensed podiatrist, The Salon Professional's Guide to Foot Care provides invaluable information for the beauty professional who offers foot services and desires to expand his or her knowledge of the human foot. Dr. Mix believes that in order to provide the best service for the routine care of the foot, pedicurists and podiatrists should ideally work together, a refreshing attitude that enhances his observations throughout the book. In addition to a thorough and easy to understand explanation of foot anatomy, The Salon Professionals Guide to Foot Care provides a fascinating outline of how the human foot has developed and evolved over time. A full-color insert is also included.

An Integrated Approach for Assessing Issues, Finding Solutions, and Reaching Corporate Objectives

Rekindling Democracy

The Information Professional's Guide to Career Development Online

A Guide to Using Reflective Inquiry

A Professional's Guide to Decision Science and Problem Solving

The Office Professional's Guide

Travel and tourism is emerging as one of the world's largest and most dynamic industries. This handbook aims to provide guides with a foundation to the tourism and travel industry. It begins

with a definition of the various kinds of guides and an overview of guiding throughout history and the world.

In the Design Professional's Guide to Zero Net Energy Buildings, Charles Eley draws from over 40 years of his own experience, and interviews with other industry experts, to lay out the principles for achieving zero net energy (ZNE) buildings, which produce as much energy as they use over the course of a year.

Eley emphasizes the importance of building energy use in achieving a sustainable future; describes how building energy use can be minimized through smart design and energy efficiency technologies; and presents practical information on how to incorporate renewable energy technologies to meet the lowered energy needs. The book shows the reader through examples and explanations that these solutions are viable and cost effective. Finally, a book that offers a practical yet well-researched guide for practitioners seeking to hone the way they show up in citizen space. At a time when public trust in institutions is at its lowest, expectations of those institutions to make people well, knowledgeable, and secure are rapidly increasing. These expectations are unrealistic, causing disenchantment and

disengagement among citizens and increasing levels of burnout among many professionals. Rekindling Democracy is not just a practical guide; it goes further in setting out a manifesto for a more equitable social contract to address these issues.

Rekindling Democracy argues convincingly that industrialized countries are suffering through a democratic inversion, where the doctor is assumed to be the primary producer of health, the teacher of education, the police officer of safety, and the politician of democracy. Through just the right blend of storytelling, research, and original ideas, Russell argues instead that in a functioning democracy the role of the professionals ought to be defined as that which happens after the important work of citizens is done. The primary role of the twenty-first-century practitioner therefore is not a deliverer of top-down services, but a precipitator of more active citizenship and community building.

*Design Professional's Guide to Zero Net Energy Buildings
Practical Solutions to Practically Every Problem - Revised
Edition*

Professional Guide to Diseases

A Professional's Guide to Working in Citizen Space
Controlling Restaurant & Food Service Operating Costs
IT Professional's Guide to E-mail Administration

Successful natural resource management is much more than good science; it requires working with landowners, meeting deadlines, securing funding, supervising staff, and cooperating with politicians. The ability to work effectively with people is as important for the conservation professional as it is for the police officer, the school teacher, or the lawyer. Yet skills for managing human interactions are rarely taught in academic science programs, leaving many conservation professionals woefully unprepared for the daily realities of their jobs. Written in an entertaining, easy-to-read style, *The Conservation Professional's Guide to Working with People* fills a gap in conservation education by offering a practical, how-to guide for working effectively with colleagues, funders, supervisors, and the public. The book explores how natural resource professionals can develop skills and increase their effectiveness using strategies and techniques grounded in social psychology, negotiation, influence, conflict resolution, time management, and a wide range of other fields. Examples from history and current events, as well as real-life scenarios that resource professionals are likely to face, provide context and demonstrate how to apply the skills described. *The Conservation Professional's Guide to Working with People* should be on the bookshelf of

any environmental professional who wants to be more effective while at the same time reducing job-related stress and improving overall quality of life. Those who are already good at working with people will learn new tips, while those who are petrified by the thought of conducting public meetings, requesting funding, or working with constituents will find helpful, commonsense advice about how to get started and gain confidence.

If you are an audio professional needing a complete reference to the complex world of plug-ins and virtual instruments, look no further. Mike Collins, author of Pro Tools for Music Production, has meticulously surveyed the scene, showing what's available and how they integrate into the various host platforms. The book explains the differences between TDM, RTS, MAS and VST plug-ins, how they can be used with different MIDI + Audio programs and shows the range of options available. It also explains virtual instruments and how these can be used as either plug-ins or stand alone products. A must for every recording studio. The book combines explanations, overviews and key concepts with practical considerations and hands-on examples. The reader will gain a broad understanding of the options available, how they work and the possibilities for integration with systems as well as the end result. The book also includes a section on how to write your own plug-ins and a suggested standard plug-ins portfolio for those wanting to get started

quickly.

This book provides practical advice on using the Internet to research educational and networking opportunities and to keep current through online conferences and discussion lists. There is also information on reading and contributing to professional literature, applying for scholarships and grants, creating an electronic resume, and researching prospective employers online. Appendices list organizations and publications with an online presence. Nesbeitt is reference/systems librarian at Maxwell Library, Bridgewater State College. Gordon is head of computer services at the Franklin Park Public Library. She is Webmaster of the library career site Lisjobs.com, and founding editor of the Info Career Trends electronic newsletter. Annotation copyrighted by Book News, Inc., Portland, OR.

**Problem-Solving and Decision Making: Illustrated Course Guides
How Bouncers, Bodyguards, And Other Security Professionals Handle Ugly Situations**

Dynamics of Tour Guiding

The Earned Income Tax Credit (EITC), 2003 Tax Professional Guide (for Tax Year 2002 Returns), Publication 3107, Revised January 2003

The Young Professional's Survival Guide

A Professional's Guide To Ending Violence Quickly

An encyclopedic how-to guide for the universal early childhood program

problems. Practical Solutions to Practically Every Problem attempts to provide solutions to every possible problem faced by early childhood teachers—before teachers encounter them. This classic resource has been updated to focus on current issues faced by educators, including teaching twenty-first century life skills, technology, and cultural responsiveness. This easy-to-use guide gives you quick practical help, now! Educators will save time and energy with over eight hundred solutions to two hundred problems, including: Daily dilemmas and classroom issues Partnering with families to raise happy children Dealing with problematic behaviors from co-workers Learning to take care of yourself to prevent burn-out Steffen Saifer, EdD, a former early childhood teacher and Head Start director and trainer, is currently an international consultant and writer based in Spain. He has worked on projects for the Open Society Foundation, The World Bank, and UNICEF, in many countries including Bangladesh, Russia, and Zimbabwe. Dr. Saifer works with programs on culturally responsive curriculum development and implementation and with universities to develop graduate programs for ECD teachers, administrators, and leaders. When in the United States, Saifer resides in Portland, Oregon

The Illustrated Series Soft Skills titles are designed to make it easy to teach students the essential soft skills necessary to succeed in today's competitive workplace. Each book and companion CourseMate cover 40 critical skills, providing students with extensive knowledge they can bring with them into the real world. CourseMate brings each text to life with an audio visual eBook,

scenario videos, access to Career Transitions, interactive activities for reinforcement, and Engagement Tracker, a first-of-its-kind tool that monitors student engagement in the course! Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Drawing on vast experience, the authors show how to apply state-of-the-art decision science, statistical modeling, benchmarking, and process modeling techniques together to create a robust analytical framework for better decision making. They integrate both new and time-tested techniques into a logical structured approach for assessing issues, developing solutions and making decisions that drive the successful achievement of business goals. This book integrates new and existing methods to provide a comprehensive and holistic approach for assessing company performance and identifying areas for corporate improvement efforts. The goal is to get people to think of the big picture, understand the tools and techniques and put together the conceptual and analytical pieces to solve corporate-wide problems. The difficulty is to know when and where you should use these concepts. This book focuses on structured analysis processes that you can use to quantify, explore, and solve problems from a cross-functional perspective. Coverage includes defining objectives; exploring the environment; scoping and prioritizing problems; applying data mining and statistical analysis; selecting the appropriate methods and tools; executing solutions; measuring and evaluating results; and more. Case study chapters walk

through the effective use of the authors' framework in diverse corporate environments and demonstrate its exceptional adaptability.

The Professional Guide

It Professional's Guide to Project Management

The Young Professional's Guide to the Working World

A Professional Guide to Audio Plug-ins and Virtual Instruments

The Survival Guide for Early Childhood Professionals

A Guide for Lawyers and Policymakers

Organized around disease clusters, this comprehensive guide to disease information, ranging from causes, signs and symptoms, and diagnosis through treatment and special considerations, has been updated with the latest in original research and practice guidelines and designed to provide a brief yet comprehensive overview of a large array of disease processes. --from publisher description.

From a founding member of the coaching movement comes a detailed guide to mastering one of a coach's toughest skills: thoughtfully reflecting clients' words and expressions back to them so they see themselves and their world through new eyes. "Coaches rely far too much on asking open-ended questions," says Marcia Reynolds. But questions only seek answers—inquiry provides insight. When, instead of just questions, clients hear their thoughts, opinions, and beliefs spoken by someone else, it prompts them to critically consider how their thinking affects their goals. Reynolds cites the latest brain science to show why reflective inquiry works and provides techniques, tips, and structures for creating breakthrough conversations. This book will free

coaches from the cult of asking the magical question by offering five essential practices of reflective inquiry: focus on the person, not the problem; summarize what is heard and expressed; identify underlying beliefs and assumptions; unwrap the desired outcome; and articulate insights and commitments. Using these practices, combined with a respectful and caring presence, helps create a space where clients feel safe, seen, and valued for who they are. Coaches become change agents who actively recharge the human spirit. And clients naturally dive deeper and develop personalized solutions that may surprise even the coach.

In *Problem Solving, Decision Making, and Professional Judgment: A Guide for Lawyers and Policymakers*, Paul Brest and Linda Hamilton Krieger prepare students and professionals to be creative problem solvers, wise counselors, and effective decision makers. The authors provide readers with knowledge of decision theory, probability and statistics, social and cognitive psychology, and arm them against common sources of judgment error. The ultimate goal is to help readers "get it right" in their roles as professionals, citizens, and individuals.

An Indispensable Guide for Managers and Human Resources Professionals

A Professional's Guide to the Events, Ethical Issues, and Proposed Reforms

A Practical Guide for the Student and Professional

A Professional Guide to Purchasing Used Medical Equipment

Harcourt School Publishers Math Professional Development

IT Professional's Guide to Desktop Control

Clients often find the camaraderie of group training to be engaging and fun,

motivating them to commit to regular activity. But participants also appreciate a more personalized experience, with focused attention from the instructor. That's where small-group training comes in. A Professional's Guide to Small-Group Personal Training is a much-needed resource designed to help you successfully lead training sessions for small groups—incorporating group dynamics and your knowledge of training principles to develop business offerings that will create a new stream of revenue. Learn how to apply group dynamics and social interaction to create a comfortable environment for clients who enjoy personal training in a group setting. Develop the skills necessary to quickly modify work for each participant to keep your entire group engaged and progressing toward their fitness goals. Increase client performance, adherence, and enjoyment while growing relationships between yourself and your clients—and your clients' relationships with one another—with proven strategies for success. You'll find 12 sample programs with dynamic warm-ups and cool-downs, all suitable for a variety of needs and fitness goals, that will keep groups moving from beginning to end. Also included are over 70 exercises, complete with descriptions and variations that will enable you to quickly modify exercises for group members who are more advanced or less advanced than the rest of the group. With A Professional's Guide to Small-Group Personal Training, you'll maximize your training hours and increase your revenue potential while creating a fun, safe, and

motivating environment for your clients. CE exam available! For certified professionals, a companion continuing education exam can be completed after reading this book. A Professional's Guide to Small-Group Personal Training Online CE Exam may be purchased separately or as part of the A Professional's Guide to Small-Group Personal Training With CE Exam package that includes both the book and the exam. A nationally recognized expert on professional ethics uses pungent real-world examples to help people new to the work world recognize ethical situations that can lead to career-damaging mistakes—and prevent them. Gunsalus offers questions to ask yourself, sample scripts to use on others, and guidance in handling disputes fairly and diplomatically.

NOTE: The book included the incorrect URL to access the online test banks provided with the purchase of this book. The correct URL is: www.wiley.com/go/sybextestprep. The ultimate PMP preparation and self-study experience, updated to align with the new PMBOK® Guide, 6th Edition The PMP: Project Management Professional Exam Study Guide, Ninth Edition, provides comprehensive review for the Project Management Institute's (PMI) PMP certification exam. This new ninth edition has been completely revised to align with the latest version of the exam, which includes new tasks that reflect changes to best practices, the role of the project manager, and the growing importance of agile and other adaptive and iterative practices. Detailed

discussion draws from the latest A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th edition, to provide the most up-to-date information on critical topics, while hands-on exercises provide insight on real-world implementation. Receive one year of free access to the Sybex online interactive learning environment, to help you prepare with superior study tools, rigorous chapter tests, and two practice exams that allows you to gauge your readiness and avoid surprises on exam day. The PMP certification is arguably the most desired skill in the IT marketplace, but its reach extends into a variety of other industries. Candidates must have extensive project management experience to qualify, but comprehensive study materials, aligned with the PMBOK® Guide Sixth Edition, are essential to success on the exam. This study guide provides everything you need to ensure thorough preparation and full exam-day confidence. Study 100% of the objectives for the latest PMP exam Practice applying PMP concepts to real-world scenarios Test your understanding with comprehensive review questions Access online chapter tests, practice exams, electronic flashcards, and more Companies are demanding more of project managers than ever before: skills in technical management, leadership, strategic management, and business management make you more competitive, and the PMP exam reflects their increasing relevance in a rapidly-evolving field. When you're ready to take the next step for your career, the PMP: Project Management Professional

Exam Study Guide, Ninth Edition, is your ideal companion for ultimate PMP preparation. To register for access to the online test banks included with the purchase of this book, please visit: www.wiley.com/go/sybextestprep.

The Early Childhood Teacher's Manual

An Essential Guide for Mental Health Professionals

An Evidence-Based Approach to Implementation and Practice

The HR Answer Book

Addressing a Client's Mental and Physical Health

Math Professional Development, Grades K-6 Participant Guide Problem Solving

If you sell in an industry that requires the use of sales proposals, you know what a pain they can be. If you want your proposals to reflect the results of your sales process and blow your buyers away, let expert Bob Kantin's book show you how. With his advice, you'll be creating sales proposals that demonstrate your understanding of the buyer's business situation and critical issues, present a viable business solution and value proposition, and show your ability to deliver on the contract. With Sales Professional's Guide to Writing Winning Proposals you learn how to:

- Create proposals that will become the benchmarks for your buyers
- Integrate your sales and proposal development processes
- Design sales proposals that help your buyers make informed decisions

This book clearly defines what you need for every proposal component whether you're writing a long, detailed proposal or a short proposal in letter format. If you're a first-time proposal writer or a seasoned sales professional, Sales Professional's Guide to Writing Winning Proposals is loaded with information that will help you write winning proposals. It presents a proven sales proposal structure and

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content guidelines that work for any size or type of business. You'll find out:

- How to leverage buyer information to make a compelling case for your solution
- What information buyers expect and need to make a decision
- Why your proposal represents the most important deliverable you give to a prospective buyer
- Why readability and packaging are important
- How and why to design a sales proposal development process for your company

A Professional's Guide to Decision Science and Problem Solving provides an integrated, start-to-finish framework for more effective problem solving and decision making in corporations. Drawing on vast experience in the field, the authors show how to apply state-of-the-art decision science, statistical modeling, benchmarking, and processing modeling techniques together to create a robust analytical framework for better decision making in any field, especially those that rely on advanced operations management. They integrate both newly-developed and time-tested techniques into a logical, structured approach for assessing corporate issues, developing solutions, and making decisions that drive the successful achievement of corporate objectives. Coverage includes: defining objectives, exploring the environment; scoping problems and evaluating their importance; bringing data mining and statistical analysis to bear; solving problems and measuring the results; evaluating the results and performing sensitivity analysis, and more. The book concludes with three case study chapters that walk through the effective use of its methods, step-by-step. Representing a wide variety of corporate environments, these case studies underscore and demonstrate the method's exceptional adaptability. This book will be valuable in a wide range of industries, notably finance, pharmaceutical, healthcare, economics, and manufacturing.

A powerful, flexible, integrated framework for effective problem solving and decision making that serves the company's objectives and goals. * *A logical, flexible, well-structured approach to assessing issues, developing solutions, and making decisions that drive achievement of business objectives. *By two leading

practitioners, consultants, and researchers in operations management and decision science. *Three chapter-length case studies show how this book's methods can be adapted and applied in a wide range of environments. This professional reference provides an integrated framework for problem solving and decision making in corporations. Drawing on vast experience in the field, the authors show how to apply state-of-the-art decision science, statistical modeling, benchmarking, and processing modeling techniques together to create a robust analytical framework for better decision making in any field that relies on advanced operations management. They integrate both newly developed and time-tested techniques into a logical, structured approach for assessing corporate issues, developing solutions, and making decisions that drive the successful achievement of corporate objectives. Coverage includes: defining objectives, exploring the environment; scoping problems and evaluating their importance; bringing data mining and statistical analysis to bear; solving problems and measuring the results; evaluating the results and performing sensitivity analysis, and more. The book concludes with three case study chapters that walk through the effective use of its methods, step-by-step. Representing a wide variety of corporate environments, these case studies underscore and demonstrate the method's exceptional adaptability. This book will be valuable in a wide range of industries, notably finance, pharmaceutical, healthcare, economics, and manufacturing.

A Health Professional's Guide

Coach the Person, Not the Problem

Problem Solving, Decision Making, and Professional Judgment

The Conservation Professional's Guide to Working with People

IT Professional's Guide to Budgeting and Cost Control

Collaborative Problem Solving

Offers a quick and easy way to find solutions for the tricky problems,

questions, and concerns that are part of every early childhood professional's day.

This book is the first to systematically describe the key components necessary to ensure successful implementation of Collaborative Problem Solving (CPS) across mental health settings and non-mental health settings that require behavioral management. This resource is designed by the leading experts in CPS and is focused on the clinical and implementation strategies that have proved most successful within various private and institutional agencies. The book begins by defining the approach before delving into the neurobiological components that are key to understanding this concept. Next, the book covers the best practices for implementation and evaluating outcomes, both in the long and short term. The book concludes with a summary of the concept and recommendations for additional resources, making it an excellent concise guide to this cutting edge approach. Collaborative Problem Solving is an excellent resource for psychiatrists, psychologists, social workers, and all medical professionals working to manage troubling behaviors. The text is also valuable for readers interested in public health, education, improved

law enforcement strategies, and all stakeholders seeking to implement this approach within their program, organization, and/or system of care.

People seeking therapy for mental health issues often also have medical problems such as diabetes, AIDS, asthma, or heart conditions. As a therapist, should you ignore the medical conditions that your clients may have, and simply stick to what you're trained in, healing the mind and not focusing on medical or bodily issues? Or, should you inquire about any medical issues during intake and give them full attention? As a non-medically trained practitioner, how much should you really be expected to know about these issues? These answers and more can be found in this book. Geared specifically to nonmedically trained mental health professionals, it gives practitioners a better understanding of exactly how physical health issues play out in the context of mental health issues, equipping clinicians with the information necessary to more effectively create and manage a comprehensive psychotherapeutic treatment regimen.

Practical Solutions to Practically Every Problem

A Practical Guide to Building Professional Competencies in School

Psychology

A Professional's Guide to Problem Solving with Decision Science

A Professional Guide to Men's Clothing in Pattern Construction and Cutting Production

A Professional's Guide to Small-Group Personal Training

Sales Professional's Guide to Writing Winning Proposals

The book aims to increase the comfort of both mental health trainees and advanced practitioners in assisting patients with their sexual concerns. The author provides a thoughtful discussion of the nature of love -- as an active, evolving process involving psychological intimacy, intense sexual interest, and commitment -- and shows how sexual problems create barriers to loving.

When do you address correspondents by their first names over e-mail? Need a refresher on the proper format for a business letter? Or perhaps a cram-course on how business is conducted in a particular foreign country? Now, all your workplace questions can be found in one convenient source from the most trusted name in reference. The Office Professional's Guide takes you through office basics (frequently misspelled words; proper telephone, fax, and email etiquette; common filing systems), important business and financial concepts (P&L, ROI, price to earnings ratio), international business (a

glossary of terms in five different languages; a guide to travel arrangements), giving presentations (with PowerPoint), making meeting arrangements, and much more. The Office Professional's Guide is an invaluable tool for any modern professional, no matter how high you are on your department's totem pole. Compiled and researched by Oxford's renowned reference team, this comprehensive book will be a daily source of knowledge and peace of mind. College does not teach you how to be successful in the working world. There is no course or textbook that explains how to create the fulfilling careers many aspire to. The Millennial generation is 80 million members strong and each year more than 1.5 million enter the working world with little to no idea of how to succeed. While companies spend millions of dollars scrambling to learn more about Millennials and adapt their work cultures to fit this generation, there are remarkably few resources dedicated to teaching young professionals the traits and techniques that will help them succeed in an ever-changing and always-challenging corporate environment. The Young Professional's Guide to the Working World fills this void, offering relevant advice to young professionals seeking to build a strong career foundation. A fellow Millennial, McDaniel draws on personal experiences from the beginning of his own career to illustrate key lessons. The Young Professional's

Guide to the Working World provides important insights on the topics essential to success within the first 5-10 years of any corporate career, including: How to get promoted faster and drive results not matter what your industry or job title The 25 attributes all successful young professionals possess How to avoid being a DOPE (someone who Disses Opportunity, Potential & Earnings) The keys to becoming a STAR in your career (someone who is Savvy, Tenacious, Adaptive & Resourceful) How to create and implement a career blueprint plan, the right way Leveraging mentoring to ensure career success

Psychotherapeutic Approaches to Sexual Problems

From Cab Fares to Moral Snares

A Therapist's Guide to Understanding Common Medical Conditions