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do you find yourself being asked to lead others but have no idea where to start do you lead a team spread across different offices or even continents in this no nonsense guide to leadership you will find answers to crucial questions like what is leadership and what style of leadership should i be using you ll discover how to lead your friends whilst remaining their friend how to lead change in a way that people accept and understand when and where to draw the line and how to reflect on your experiences to become a better and more effective leader only a lucky few of us are natural born leaders it takes time and effort to develop a range of leadership styles which work for you and those around you as well as discovering how to become comfortable leading others leadership can be a lonely occupation leadership for dummies is your ideal companion john marrin explores the fine line between managing and leading and the book is full of tips for making the most of your leadership

experiences and how to cope with the dilemmas and discomfort all leaders at some point experience

learn how to apply nlp to fine tune life skills build rapport enhance communication and become more persuasive one of the most exciting psychological techniques in use today neuro linguistic programming helps you model yourself on those or more accurately the thought processes of those who are stellar in their fields rooted in behavioral psychology of the 1970s the concepts of nlp are now common to such diverse areas as business education sports health music and the performing arts and have been instrumental in helping people change and improve their professional and personal lives in this handy informative guide you will acquire a basic toolkit of nlp techniques with advice on the nlp approach to goal setting as well as insights on how you think form mental strategies manage emotional states and finally understand the world with new content on new code nlp symbolic modeling clean language in the workplace and energetic nlp techniques developed after the first edition includes updated information throughout and two new chapters dipping into modeling and making change easier not simply a guide to reprogramming your negative or habitual thoughts this practical down to earth introduction to nlp is the first step to fulfilling personal and professional ambitions and achieving excellence in every sphere of your life

learn everything ukulele from chord progressions to playing pop folk and holiday favorites and yes even hawaiian music the ukulele is hot the season one finale of glee featured a ukulele the recent hit song hey soul sister by train includes the dulcet tones of a uke not to mention the runaway success of the ukulele orchestra of great britain for anyone wishing to master this fun surprisingly versatile instrument ukulele for dummies covers all the basics from chords and strumming patterns to guidance on finger picking the print version of the book includes a cd with audio tracks of the entire musical notation in the book creating a total musical instruction package offers instruction in a variety of styles including pop folk holiday favorites and hawaiian music features a buying guide for the novice with tips on purchasing a ukulele plus other necessary accessories with its simple and clear instruction and inspiration on every page ukulele for dummies will have fans and first time musicians making beautiful music as they tiptoe through the tulips in no time note cd files are available to download after purchasing the e book version

royally confused about kings and queens never sure what happened when or where england scotland ireland or wales learn the people and events that shaped british history british history for dummies 3rd edition is full of rip roaring stories of power mad kings executions invasions high treason global empire building and forbidden love not bad for a nation of stiff upper lips engaged travelers lifelong learners history buffs and students will all enjoy this friendly and accessible guide written in well plain english this book is for you if you studied british history in school perhaps a while ago or learned only a bit about wales or scotland or

ireland and want to know more and if you ve ever asked yourself what kingdoms are part of the united kingdom or exactly how was the uk formed or which people make up the uk you ve come to the right place to get those answers and so much more with an 8 page color insert so you can see who what and where the ensuing historical action takes place you Il learn about the following people and events and more what led to the roman invasion and about the britons who resisted it how britain was divided into saxon and celtic kingdoms how the roman church converted celtic and british christians when the vikings arrived and what other invaders followed the many battles of henry ii the forming of england s parliament how the black death affected britain the tudors vs the stuarts how the industrial revolution helped push advancements in farming and infrastructure all about the victorians everyone s favorite britain s involvement in the great war and world war ii additionally this edition is revised and expanded to include the historical parliamentary elections of 2010 and the british mission in afghanistan and you don t want to miss out pick up your copy of british history for dummies 3rd edition today

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rupert murdoch is probably the most famous businessman in the world his power and influence are matched only by his profits and ambition the washington post has called him the global village s de facto communications minister although viewed by some with deep suspicion and regarded by others with fear and loathing his global success is beyond compare his company news corporation has total assets of over 30 billion and annual sales of over 12 billion the news corp empire spans 780 businesses in 52 companies including bskyb news international the los angeles dodgers 20th century fox and star tv murdoch is a phenomenon the ultimate deal maker how does he do it now brought completely up to date for this new edition business the rupert murdoch way not only reveals the secrets of murdoch s remarkable success but also draws out the universal lessons and identifies strategies that can be applied to any business or career from thriving on risk to hard selling and from loving the detail to betting big on the future you have in your hands the secret of phenomenal success

this entertaining guide covers the period from 1485 to 1603 exploring the life and times of everyday people from famine and the flu epidemic to education witchcraft and william shakespeare as well as the intrigues and scandals at court strap yourself in and get ready for a rollercoaster ride through the romantic and political liaisons of henry viii and elizabeth i and that s not all information on surviving tudor buildings such as hampton court adds a contemporary twist for readers wanting to bring history to life by visiting these historic sites the tudors for dummies includes part i the early tudors chapter 1 getting to know the tudors chapter 2 surveying the mess the tudors inherited chapter 3 cosying up with the first tudor part ii henry viii chapter 4 what was

henry like chapter 5 how henry ran his kingdom chapter 6 divorced beheaded died divorced beheaded survived the perils of marrying henry chapter 7 establishing a new church henry and religion part iii edward vi mary and philip and queen mary chapter 8 edward the child king chapter 9 establishing protestantism chapter 10 northumberland lady jane grey and the rise of mary chapter 11 what mary did chapter 12 weighing up war and disillusionment part iv the first elizabeth chapter 13 the queen and her team chapter 14 breaking dinner party rules discussing religion and politics chapter 15 tackling battles plots and revolts chapter 16 making war with spain chapter 17 understanding the trouble in ireland chapter 18 passing on the baton moving from tudors to stewarts part v the part of tens chapter 19 ten top tudor dates chapter 20 ten things the tudors did for us chapter 21 ten mostly surviving tudor buildings

including reviews of nearly 1 400 movies this companion is a must have for movie fans who want more than just a capsule review over 1 million companions have been sold and roger ebert is the only film critic to win the pulitzer prize each review provides the cast credits and star rating for the film the book also incorporates an index that cross references actors directors and movies

as alan rosenthal states in the preface to this new edition of his acclaimed resource for filmmakers writing directing and producing documentary films and videos is a book about storytelling how to tell great and moving stories about fascinating people whether they be villains or heroes in response to technological advances and the growth of the documentary hybrid in the past five years rosenthal reconsiders how one approaches documentary filmmaking in the twenty first century simply and clearly he explains how to tackle day to day problems from initial concept through distribution he demonstrates his ideas throughout the book with examples from key filmmakers work new aspects of this fourth edition include a vital new chapter titled making your first film and a considerable enlargement of the section for producers staying alive which includes an extensive discussion of financing marketing festivals and distribution this new edition offers a revised chapter on nonlinear editing more examples of precise and exacting proposals and the addition of a complex budget example with explanation of the budgeting process discussion of documentary hybrids with suggestions for mastering changes and challenges has also been expanded while the family films chapter includes updated information that addresses rapid expansion in this genre

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