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Microsoft Office 2007 For Seniors For Dummies

David Loades, Mei Trow



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Organisational Behaviour For Dummies Cary Cooper, Sheena Johnson, Lynn Holdsworth, 2012-04-20 Your plain English introduction to organisational behaviour *Organisational Behaviour* OB is the study of how people individuals and groups act in organisations Whether you're studying OB or you just want a better understanding of people at work *Organisational Behaviour For Dummies* gives you all the essentials for understanding this fascinating subject Inside you'll find out about personality and individual differences teams and groups personnel selection and assessment and health and well being at work You'll also find out how leaders lead how motivators motivate and how the modern workplace is changing and evolving An easy to read introduction to organisational behaviour for business management and organisational psychology students A useful reference for managers A fascinating

look at behaviour in the modern workplace Whether you re a student of organisational behaviour a manager or a lifelong learner with an interest in human behaviour and psychology in the workplace Organisational Behaviour For Dummies has you covered

Leadership For Dummies John Marrin,2011-03-23 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

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Nutrition For Dummies, UK Edition Nigel Denby, Sue Baic, Carol Ann Rinzler, 2010-11-17 In this fully updated second edition expert dieticians Sue Baic and Nigel Denby provide no nonsense advice equipping you with all the information you need to make informed decisions about your diet The book acts as a sound reference point if you want to know the facts about food and debunks the myths behind fad diets

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Rhena Branch, Rob Willson, 2012-02-20 Dozens of practical exercises and easy to perform techniques for banishing negative thoughts before they take hold Whether you re trying to overcome anxiety and depression boost self esteem beat addiction lose weight or simply improve your outlook cognitive behavioural therapy CBT offers a practical sensible approach to mastering your thoughts and thinking constructively In this updated and expanded edition of the companion workbook to their bestselling Cognitive Behavioural Therapy For Dummies professional therapists Rhena Branch and Rob Wilson show you step by step how to put the lessons provided in their book into practice Inside you ll find a huge number of hands on exercises and techniques to help you remove roadblocks to change and regain control over your life Cognitive Behavioural Therapy Workbook For Dummies Second Edition Develops the ideas and concepts that presented in the bestselling Cognitive Behavioural Therapy For Dummies Second Edition and provides exercises to put those ideas into practice Features a range of hands on CBT exercises and techniques for beating anxiety or depression boosting your self esteem losing weight or simply improving your outlook on life Rhena Branch and Rob Willson are CBT therapists at the Priory Clinic in London and the authors of Cognitive Behavioural Therapy For Dummies

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