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## **DILLON KENNEDY**

[Learning Design for the Digital Age](#) ASTD

Don't create boring e-learning! Cammy Bean presents a fresh, modern take on instructional design for e-learning. Filled with her personal insights and tips, *The Accidental Instructional Designer* covers nearly every aspect of the e-learning design process, including understanding instructional design, creating scenarios, building interactivity, designing visuals, and working with SMEs. You'll learn all about the CBT Lady and how to avoid her instructional design mistakes. Along the way, you'll hear from a few other accidental instructional designers, get ideas for your own projects, and find resources and references to take your own practice to the next level. *The Accidental Instructional Designer* is perfect for the learning professional or instructional designer who is just getting started with e-learning—or the more experienced practitioner looking for new ideas. In addition to sharing proven techniques and strategies, this book: covers best practices and what to avoid when designing an e-learning program presents e-learning in action through various case studies shows how you can go from being an accidental instructional designer to an intentional one.

[A Step-by-Step Process for Success](#) Kogan Page Publishers

The guide to shortening your execution cycle down from one year to twelve weeks Most organizations and individuals work in the context of annual goals and plans; a twelve-month execution cycle. Instead, *The 12 Week Year* avoids the pitfalls and low productivity of annualized thinking. This book redefines your "year" to be 12 weeks long. In 12 weeks, there just isn't enough time to get complacent, and urgency increases and intensifies. *The 12 Week Year* creates focus and clarity on what matters most and a sense of urgency to do it now. In the end more of the important stuff gets done and the impact on results is profound. Explains how to leverage the power of a 12 week year to drive improved results in any area of your life Offers a how-to book for both individuals and organizations seeking to improve their execution effectiveness Authors are leading experts on execution and implementation Turn your organization's idea of a year on its head, and speed your journey to success.

**Training Manual [Document]** Kogan Page Publishers

Catalog of the most often requested AT&T documents.

*Virtual Training Tools and Templates* DIANE Publishing

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office 2010 System features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office 2010 System is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

**Coaching Skills Training Course** John Wiley & Sons

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if book is purchased through a third-party seller. Streamlines the DNP Project into clear, concrete, and manageable steps Authored by nurse educators with an in-depth understanding of the challenges of the DNP Project, this text provides sequential, guided activities designed to jump-start and project students forward through the DNP Project process. By incorporating active learning activities into project development, the workbook delivers a proven method for developing, implementing, evaluating, and sustaining the DNP Project. It fosters critical thinking and innovation, while also providing a means for faculty to measure and document the progress of project milestones. The DNP Project Workbook offers more than 100 activities that address all facets of the DNP Project, including the identification, investigation, and framing of problems; project team assembly; research; methodology; implementation; and dissemination. This resource also includes examples of a variety of DNP Projects to demonstrate the successful integration of all elements. The activities may be completed within the workbook or in online, editable PDFs for easy submission to faculty. Supplemental resources include PowerPoint slides, a DNP Essentials mapping document, and blank activities and templates. Key Features: Provides sequential, guided activities designed to jump-start and project students forward through the DNP Project process Offers more than 100 active learning activities that address all facets of the DNP Project Delivers a proven method for developing, implementing, evaluating, and sustaining DNP Projects Facilitates measurement and documentation of project milestones Features examples of a variety of DNP Projects Includes a robust resources package, including PowerPoint slides, a DNP Essentials mapping document, and editable activity forms

**Guidelines and Templates for Developing the Best Learning Experiences** John Wiley & Sons Modern businesses exist in a dynamic and increasingly competitive realm. To remain viable, organizations must constantly adopt new methods and processes to optimize productivity and workflow. *The Handbook of Research on Emerging Business Models and Managerial Strategies in the Nonprofit Sector* is a comprehensive reference source for the latest scholarly information on management tools, analytics, and infrastructures for contemporary nonprofit organizations. Highlighting a range of multidisciplinary topics such as crowdfunding, shared value creation, and human resource development, this publication is ideally designed for managers, professionals, students, researchers, and academics interested in enhancing process management in nonprofit businesses.

*The ONE Thing* John Wiley & Sons

"HELP! My Students Can't Write!" Why You Need a Writing Revolution in Your Classroom and How to Lead It. *The Writing Revolution (TWR)* provides a clear method of instruction that you can use no matter what subject or grade level you teach. The model, also known as *The Hochman Method*, has demonstrated, over and over, that it can turn weak writers into strong communicators by focusing on specific techniques that match their needs and by providing them with targeted feedback. Insurmountable as the challenges faced by many students may seem, TWR can make a dramatic difference. And the method does more than improve writing skills. It also helps: Boost reading comprehension Improve organizational and study skills Enhance speaking abilities Develop analytical capabilities TWR is as much a method of teaching content as it is a method of teaching writing. There's no separate writing block and no separate writing curriculum. Instead, teachers of all subjects adapt the TWR strategies and activities to their current curriculum and weave them into their content instruction. But perhaps what's most revolutionary about the TWR method is that it takes the mystery out of learning to write well. It breaks the writing process down into manageable chunks and then has students practice the chunks they need, repeatedly, while also learning content.

*Ditch That Textbook* Berrett-Koehler Publishers

Complete classroom training manual for JavaScript. 283 pages and 128 individual topics. Includes practice exercises and keyboard shortcuts. The purpose of this course is to educate the student in

the basic language skills necessary to use JavaScript. There are many resources available on the Internet that allow you to download code and place it into your HTML document or JavaScript code file. However, it is important to first understand the underlying language and components of JavaScript to be able to alter the code to work in your desired application, and easily troubleshoot any errors that may occur. Whether you are looking to add interactivity to your website, control how a browser acts or alter your HTML document's content, it is important to have a firm grasp of the basics of JavaScript. We begin this course by discussing the basic components and structure of JavaScript as well as learning the terminology. Then, we'll advance through topics to cover some more advanced concepts and uses for JavaScript. Topics Covered: Getting Acquainted with JavaScript 1. Introduction to JavaScript 2. JavaScript vs. Java 3. The Tag 4. External JavaScript 5. Uses for JavaScript The Makeup of JavaScript 1. JavaScript Statements 2. Code and Code Blocks 3. Whitespace 4. Case Sensitivity 5. Breaking Up a Line of Code JavaScript Comments 1. Single Line Comments 2. Multi-Line Comments 3. End of Line Comments 4. Using Comments to Stop Execution JavaScript Variables 1. What are JavaScript Variables? 2. Syntax for Text and Numerical Values 3. Creating (Declaring) Variables 4. Re-Declaring Variables 5. Undefined Value 6. Using One Statement for Multiple Variables 7. Local Variables and Global Variables Exploring JavaScript Data Types 1. Dynamic Data Types in JavaScript 2. Null 3. Number 4. String 5. Boolean 6. Array 7. Object JavaScript Objects 1. Creating Objects 2. Accessing Object Properties 3. Accessing Object Methods JavaScript Functions 1. JavaScript Function Definition and Syntax 2. Functions with a Return Value 3. Calling a Function with Arguments 4. Assigning Values to Undeclared Variables JavaScript Operators 1. Arithmetic Operators 2. Assignment Operators 3. Adding Strings and Numbers 4. Comparison Operators 5. Logical Operators 6. Conditional Operators JavaScript Conditions 1. If Statements 2. The Switch Statement JavaScript Loops 1. The FOR Loop 2. The FOR...IN Loop 3. The WHILE Loop 4. The DO...WHILE Loop JavaScript Break and Continue 1. The Break Statement 2. The Continue Statement 3. JavaScript Labels JavaScript Errors 1. The Try...Catch Statement 2. The Throw Statement JavaScript Form Validation 1. Form Validation 2. E-Mail Validation JavaScript RegExp Object 1. RegExp Definition and Modifiers 2. RegExp Special Characters 3. RegExp Methods JavaScript Hoisting 1. Declarations 2. Initializations JavaScript USE STRICT Directive 1. What is the USE STRICT Directive and Why Use It? 2. What's Not Allowed in STRICT Mode? JavaScript HTML DOM 1. What is HTML DOM? 2. HTML DOM Methods and Properties 3. HTML DOM Document 4. Finding HTML Elements 5. Changing the Output Stream 6. Changing the Value of an Attribute 7. Changing CSS HTML DOM Events 1. Using Events 2. The ONCHANGE Event HTML DOM Navigation 1. DOM Nodes 2. Node Relationships 3. Child Nodes and Values 4. NODE...Properties 5. HTML DOM Nodelist 6. Root Nodes Adding and Removing DOM Nodes 1. Creating New HTML Elements (Nodes) 2. Removing Existing HTML Elements (Nodes) 3. Replacing HTML Elements (Nodes) JavaScript Browser Object Model (BOM) 1. What is the Browser Object Model (BOM)? 2. The Window Object 3. Window Size Properties 4. Other Window Methods and Properties Window Screen Object 1. What does the Window Screen Object Do? 2. Window Screen Object Properties. Window Location Object 1. What does the Window Location Object Do? 2. Window Location HREF Property 3. Window Location PATHNAME Property 4. Window Location ASSIGN() Method Window History Object 1. What does the Window History Object Do? 2. Window History Back and Forward Methods Window Navigator Object 1. What does the Window Navigator Object Do? JavaScript Popup Boxes 1. The Alert Box 2. The Confirm Box 3. The Prompt Box JavaScript Timing Events 1. What are JavaScript Timing Events? 2. SETINTERVAL() and CLEARINTERVAL() Methods 3. SETTIMEOUT() and CLARTIMEOUT() Methods 4. Creating a Clock JavaScript Cookies 1. What are Cookies? 2. Working with Cookies The JavaScript Console Object 1. The Console Object 2. Inline Grouping 3. Timers 4. String Substitution Advanced JavaScript Objects 1. The Object Literal and the Keyword New 2. Using an Object Constructor 3. JavaScript Prototype 4. Mutable Objects and Immutable Primitive Values 5. JavaScript Object Properties 6. Adding New Properties and Deleting Properties Number Object 1. What is a Number Object? 2. Hexadecimal Numbers 3. NaN - Not a Number 4. Infinity String Object 1. Using the String Object 2. String Properties and Methods 3. Special Characters Date Object 1. The Date Object 2. Set and Compare Dates 3. Convert the Date to a String Array Object 1. Create and Access an Array Object 2. Joining Arrays 3. Working with Arrays Math Object 1. The Math Object and Mathematical Constants 2. Math Object Methods JavaScript Libraries (Frameworks) 1. JavaScript Libraries or Frameworks 2. Testing jQuery

Scientific Publishers - UB

"Nobody asked you to show up." Every experienced product manager has heard some version of those words at some point in their career. Think about a company. Engineers build the product. Designers make sure it has a great user experience and looks good. Marketing makes sure customers know about the product. Sales get potential customers to open their wallets to buy the product. What more does a company need? What does a product manager do? Based upon Product School's curriculum, which has helped thousands of students become great product managers, The Product Book answers that question. Filled with practical advice, best practices, and expert tips, this book is here to help you succeed!

*The Product Book: How to Become a Great Product Manager* www.UoLearn.com

PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide – Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI standards+™ for information and standards application content based on project type, development approach, and industry sector.

**Mastering Excel 2003 Programming with VBA** ASCD

Make workplace conflict resolution a game that EVERYBODY wins! Recent studies show that typical managers devote more than a quarter of their time to resolving coworker disputes. The Big Book of Conflict-Resolution Games offers a wealth of activities and exercises for groups of any size that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower you to heal rifts arising from ineffective communication, cultural/personality clashes, and other specific problem areas—before they affect your organization's bottom line. Let The Big Book of Conflict-Resolution Games help you to: Build trust Foster morale Improve processes Overcome diversity issues And more Dozens of physical and verbal activities help create a safe environment for teams to explore several common forms of conflict—and their resolution. Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike, the exercises in The Big Book of Conflict-Resolution Games delivers everything you need to make your workplace more efficient, effective, and engaged.

*The DNP Project Workbook* McGraw Hill Professional

DIVThe Typography Workbook provides an at-a-glance reference book for designers on all aspects of type. The book is part of Rockport's popular Workbook series of practical and inspirational workbooks that cover all the fundamental areas of the graphic design business. This book presents an abundance of information on type - the cornerstone of graphic design - succinctly and to the point, so that designers can get the information they need quickly and easily. Whereas many other books on type are either very technical or showcase oriented, this book offers ideas and inspiration through hundreds of real-life projects showing successful, well-crafted usage of type. The book also offers a variety of other content, including choosing fonts, sizes, and colors; incorporating text and illustrations; avoiding common mistakes in text usage; and teaching rules by which to live (and work) by. /div

*A Training Manual for Cancer Research Workers* Stylus Publishing, LLC

It's not about doing more. IT'S ABOUT DOING WHAT MATTERS. As a busy mom with three young kids and a career, #1 national bestselling author Christy Wright knows what it's like to try to do it all and be stretched too thin. After years of running on empty, she realized she had to do something different. It wasn't just a matter of saying no to a few things. She had to figure out why she felt overwhelmed, overcommitted, and out of balance. Here's what she discovered: Life balance isn't something you do. It's something you feel. The great news is you can feel balanced — even in your busy life. In *Take Back Your Time*, Christy redefines what balance is and reveals the clear path to actually achieve it. You'll learn how to: Identify what balance looks like in your unique situation and season. Find confidence in the choices that are right for you. Feel peace even during chaotic times. Learn how to be present for your life and actually enjoy it! You weren't created to live busy and burnt out, unhappy and unfulfilled. You shouldn't be haunted by some elusive idea of balancing it all. There's more for you right now. Today. And it starts with taking back your time the guilt-free way.

**The Complete Practical Guide to Creating Effective and Successful Training Programmes** Ramsey Press

Are your virtual training tools ready for a tune-up? You've discovered the best way to reach remote audiences without boarding a single plane. And you've learned that an effective virtual training program is relatively short, highly relevant, and extremely engaging. Now you need the tried-and-true tools that will make your next program an all-out success. *Virtual Training Tools and Templates: An Action Guide to Live Online Learning* offers proven resources for delivering top-notch virtual training programs. Make expert trainer Cindy Huggett's professional array of virtual tools your own, and discover new perspectives from a range of training trailblazers. You'll find their real-world lessons learned and get full access to their secrets of the trade. Starting with a simple four-step process (get started, get ready, get buy-in, and get going), Huggett helps you select the right technology, then offers detailed sections on how to design content, develop activities, and work with both facilitators and producers. And if you're wondering how to prepare participants and evaluate program results, Huggett does not disappoint. Follow along as she guides you with new and relevant tips, tools, and templates every step of the way. A virtual training pioneer, Huggett wrote this book for you—instructional designers, facilitating trainers, learning coordinators, and training managers. And she continues to experiment with creative techniques and hone her skills so you can jump in with confidence. This complete guide builds on the author's popular *The Virtual Training Guidebook*—use them together or on their own to delve into Huggett's holistic approach to virtual training.

*Virtual Training Tools and Templates* American Society for Training and Development

This workbook and the accompanying online resources provide a one-stop reference manual to designing and delivering a successful training course. Written in a practical and user-friendly style, *The Training Design Manual* provides both theory and practical exercises; guiding the reader through the total design process from start to finish. Theory and concepts are followed by practical application and a blend of text and graphics appeals to a wide range of learning styles. Accompanying online material includes design templates which the reader can use to record ideas as they progress through the book so that by the end, they will have a complete course design. In addition the website provides activities, examples and further course materials.

*JavaScript Training Manual Classroom in a Book* www.UoLearn.com

The production of this manual is a joint activity between the Climate, Energy and Tenure Division (NRC) and the Technologies and practices for smallholder farmers (TECA) Team from the Research and Extension Division (DDNR) of FAO Headquarters in Rome, Italy. The realization of this manual has been possible thanks to the hard review, compilation and edition work of Nadia Scialabba, Natural Resources officer (NRC) and Ilka Gomez and Lisa Thivant, members of the TECA Team. Special thanks are due to the International Federation of Organic Agriculture Movements (IFOAM), the Research Institute of Organic Agriculture (FiBL) and the International Institute for Rural Reconstruction (IIRR) for their valuable documents and publications on organic farming for smallholder farmers.

**Your Toolkit to Coaching Yourself and Others with Exercises and Scripts: Downloadable Templates Ready to Use** American Society for Training and Development

The Be the Jellyfish programme is designed to support schools in nurturing the social and emotional wellbeing of children in their care. The lessons are structured around sensory relaxation and include relaxing exercises in breathing, visualisation, and massage. Based on their experiences teaching in primary schools, the creators were inspired to develop a programme that focusses on a child's specific social and emotional needs in order to fulfill their learning potential. Structured as one hour lesson plans, the activities included encourage children to relax, communicate and explore themselves creatively using art materials, peer massage, visualisation, bodywork, breathing, sensory equipment and mindfulness. This manual contains planning ideas for lessons, visualisation scenarios, illustrated bodywork exercises, photocopiable templates and posters to use in the classroom or one on one with a child.

*A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (RUSSIAN)* Association for Talent Development

Unleash powerful teaching and the science of learning in your classroom *Powerful Teaching: Unleash the Science of Learning* empowers educators to harness rigorous research on how students learn and unleash it in their classrooms. In this book, cognitive scientist Pooja K. Agarwal, Ph.D., and veteran K-12 teacher Patrice M. Bain, Ed.S., decipher cognitive science research and illustrate ways to successfully apply the science of learning in classrooms settings. This practical resource is filled with evidence-based strategies that are easily implemented in less than a minute—without additional prepping, grading, or funding! Research demonstrates that these powerful strategies raise student achievement by a letter grade or more; boost learning for diverse students, grade levels, and subject areas; and enhance students' higher order learning and transfer of knowledge beyond the classroom. Drawing on a fifteen-year scientist-teacher collaboration, more than 100 years of research on learning, and rich experiences from educators in K-12 and higher education, the authors present highly accessible step-by-step guidance on how to transform teaching with four essential strategies: Retrieval practice, spacing, interleaving, and feedback-driven metacognition. With *Powerful Teaching*, you will: Develop a deep understanding of powerful teaching strategies based on the science of learning Gain insight from real-world examples of how evidence-based strategies are being implemented in a variety of academic settings Think critically about your current teaching practices from a research-based perspective Develop tools to share the science of learning with

students and parents, ensuring success inside and outside the classroom Powerful Teaching: Unleash the Science of Learning is an indispensable resource for educators who want to take their instruction to the next level. Equipped with scientific knowledge and evidence-based tools, turn your teaching into powerful teaching and unleash student learning in your classroom.

[Typography Workbook](#) John Wiley & Sons

In The Volatility Course, renowned trader George Fontanills and his partner Tom Gentile provided stock and options traders with all the information they need to trade volatility-by arming them with an arsenal of different tools to use in any market condition. But to become a successful volatility trader, you have to know how to effectively apply this knowledge and when to utilize these tools in real-world trading situations. In The Volatility Course Workbook, Fontanills and Gentile offer

a wealth of practical exercises that will help further your understanding of volatility, as well as test and apply what you've learned before you take one step into the real markets-where time and money is a luxury you cannot afford to lose. This hands-on companion to The Volatility Course includes a complete answer key and covers such essentials as implied and historical volatility, VIX and other sentiment indicators, high- and low-volatility trading strategies, volatility skews, and much more.

*Supporting Children's Social and Emotional Wellbeing* IGI Global

An easy to follow 5 step model to guide you through the coaching process. Exercises will help you enhance your skills. Learn to both self-coach and coach others. Over 25 ready to use ideas. How to use NLP in your coaching. Goal setting tools to help people achieve their ambitions. A toolbox of ideas to help you become a great coach.

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