M anagement Communication N4 Textbook | 1807072500a5cde74c79dc7b46cbb8b


Developed especially for the TVET student at Introductory N4 level, Succeed in Introductory Accounting N4 provides students with the necessary theoretical knowledge to write their exams and to progress to the next level. Providing a practical and step-by-step guide to collecting and managing qualitative data, this book focuses on the three most often used forms of qualitative methods: participant observation, in-depth interviews, and focus groups. Designed to be very applied, this textbook includes many checklists and tips for how to use each technique while doing research. It also includes numerous real-life examples and cases so that the reader will benefit from seeing the broader picture. Collecting Qualitative Data: A Field Manual is intended both for beginning researchers and the more experienced research collector. Do you want to build web pages but have no prior experience? This friendly guide is the perfect place to start. You’ll begin at square one, learning how the web and web pages work, and then steadily build from there. By the end of the book, you’ll have the skills to create a simple site with multicolumn pages that adapt for mobile devices. Each chapter provides exercises to help you learn various techniques and short quizzes to make sure you understand key concepts. This thoroughly revised edition is ideal for students and professionals of all backgrounds and skill levels. It is simple and clear enough for beginners, yet thorough enough to be a useful reference for experienced developers keeping their skills up to date. Build HTML pages with text, links, images, tables, and forms using style sheets (CSS) for colors, backgrounds, formatting text, page layout, and even simple animation effects. Learn how JavaScript works and why the language is so important in web design. Create and optimize web images so they’ll download as quickly as possible! Use CSS Flexbox and Grid for sophisticated and flexible page layout! Learn the ins and outs of Responsive Web Design to make web pages look great on all devices! Become familiar with the command line, Git, and other tools in the modern web developer’s toolkit! NEW: Get to know the super-powers of SVG graphics! The path to becoming an effective supervisor begins with practical knowledge and skills. Mosley, Mosley, and Pieter’s SUPERVISORY M ANAGEMENT, 9e gives you the tools to develop superior supervisory skills and a firm grasp of management principles. Through their hands-on approach to Supervision, the authors will inspire you with their positive approach to working WITH people to develop and empower them in their jobs. Incorporating cutting-edge content with real-world cases and Skill Builders that give you plenty of opportunities to hone your new Supervision skills, the Ninth Edition of this best-selling text is an essential resource that you will turn to again and again throughout your supervisory career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Providing a comprehensive guide to devising an effective research design, Uwe Flick discusses each stage of the process of designing qualitative research in detail, including formulating a research design, selecting an appropriate strategy, conceptual framework and data source, and collecting and analyzing data. On Vosloo’s remarkable career in the media spanned nearly 60 years in South Africa’s history. During this turbulent time, South Africa went through the transition from a Afrikaner Nationalist rule to an ANC government. At the helm of the leading press group founded in 1913 to support nascent Afrikaner nationalism, Vosloo’s story is not just one of newspapers and politics but also one of singular business and commercial success as the Naspers Group evolved from a print group to an electronic company with significant investments across the world. In 1983 Vosloo was appointed managing director of Naspers and set about vigorously transforming the group. On the ideological front, it was a fight to the death with the old Transvaal’s predominantly right-wing Perskor Group for the soul of the Afrikaner. On the commercial front, Vosloo established the pay television network M-Net. In 1992, Vosloo became chairman of Naspers with Koos Bekker succeeding him as CEO. The story of Naspers’ successes in investing in Chinese internet company Tencent and in establishing a footprint in 130 countries is a continuing one, but one begun under Vosloo’s stewardship. In Across Boundaries, Vosloo gives his account of these momentous times with wry humour and a journalist’s deft pen. This book constitutes the refereed proceedings of the Third International Conference on Simulation, Modeling, and Programming for Autonomous Robots, SIMPAR 2012, held in Tsukuba, Japan, in November 2012. The 33 revised full papers and presented together with 3 invited talks were carefully reviewed and selected from 46 submissions. Ten papers describe design of complex behaviors of autonomous robots, 9 address software layers, 8 papers refer to related modeling and learning. The papers are organized in topical sections on mobile robots, software modeling and architecture and humanoid and biped robots. Duda. Boph. Imbiza. Phapha. A. s ixoliseni. A. mapoepey. . . What is the power of a single word? Six days a week, advertising creative M elusi T shabalala posts a Zulu word on his E veryday Zulu Facebook page and tells a story about it. His off-beat sense of humour, razor-sharp social observations and...
frank political commentary not only teaches his followers isiZulu but also offer insight into the world M'elusi inhabits as a 21st century Zulu man. Over the past few months he has built up a big and a loyal following that include radio host Jenny Crwys-Williams and Afrikaans author M aria van der Vyfer. Heokes fun at our differences and makes us laugh at ourselves and each other. M'elusi asks critical questions of everyone, from A unty Helen, Dudu-Zille to Silili (Cyril Ramaphosa) and even Woolworths (why are their aircons always set on ‘jou moer’?) His fans love him for his honesty and commitment to pointing out subtle and overt forms of prejudice and racism. M'elusi's Everyday Zulu holds up a mirror that shows South African society in all its flaws and its sheer humanity. Most importantly, he shows the power of words and that there's um'zulu in all of us!Work, Postmodernism and Organization will provide valuable material to advanced undergraduate and postgraduate students of organization theory, organizational behaviour, industrial sociology, and more general business & management and sociology courses. In the global marketplace, negotiation frequently takes place across cultural boundaries, yet negotiation theory has traditionally been grounded in Western culture. This book, which provides an in-depth review of the field of negotiation theory, expands current thinking to include cross-cultural perspectives. The contents of the book reflect the diversity of negotiation—research—negotiator cognition, motivation, emotion, communication, power and disputing, intergroup relationships, third parties, justice, technology, and social dilemmas—and provides new insight into negotiation theory, questioning assumptions, expanding constructs, and identifying limits not apparent from working exclusively within one culture. The book is organized in three sections and pairs chapters on negotiation theory with chapters on culture. The first part emphasizes psychological processes—cognition, motivation, and emotion. Part II examines the negotiation process. The third part emphasizes the social context of negotiation. A final chapter synthesizes the main themes of the book to illustrate how scholars and practitioners can capitalize on the synergy between culture and negotiation research. Written with the needs and goals of a novice researcher in mind, this fully updated Third Edition of Designing Surveys by Johnny Blair, Ronald F. Czaja, and Edward A. Blair provides an accurate account of how modern surveys are actually designed and conducted. Much more than a “how-to” guide, this up-to-date and accessible book presents the material in a social science context and teaches readers to think through decisions about sample design, questionnaire development, and data collection, rather than simply following prescriptive advice that may not be appropriate to particular practical situations. In addition to providing examples of alternative procedures, Designing Surveys shows how classic principles and recent research guide decision-making—from setting the basic features of the survey design to implementing instrument development, testing, and data collection. The new edition covers new developments in data collection technologies, provides a more comprehensive treatment of questionnaire development and pretesting, and includes completely new chapters on sample design and selection. An essential companion for students across the social and health sciences, this text provides a wide-ranging coverage of qualitative methods complemented by extended illustration from the array of academic disciplines in which qualitative research is found and employed. Written in a lively and reader-friendly style, the guide covers a comprehensive range of topics, including: a concise definition of the method—a description of distinctive features—examples to convey the flavour of a technique or principle—a critical and reflective evaluation of the method or approach under consideration—cross references to associated concepts within the dictionary—a list of key readingsFriedrich Nietzsche's influence on the science of state, pioneering a line of research up to now unavailable in English. The authors intend to provoke conversation and inspire research on the role that this much misunderstood philosopher and cultural critic has played—or should play—in the history of economics. Comprehensive Behavior Management: Schoolwide, Classroom, and Individualized approaches supports teachers in preventing management problems and responding to unwanted behavior when it occurs in classrooms. The text offers a comprehensive presentation of three levels of behavior management strategies: individual, classroom, and schoolwide, all three of which contribute to a positive learning environment. A social learning emphasis in which human behavior is viewed within an ecological framework is integrated throughout the text. Application of this information is supported by a range of pedagogical devices such as vignettes, examples, strategies, and activities to show teachers how to manage behavior effectively. The analysis and applications in this text cover both general education and special education strategies. Describes a method of negotiation that isolates problems, focuses on interests, creates new options, and uses objective criteria to help two parties reach an agreement. Communication in organizations has changed drastically since the release of the first edition of this bestselling textbook. This fully revised and updated edition delves into state-of-the-art studies, providing fresh insights into the challenges that organizations face today. Yet this foundational resource remains a cornerstone in the examination of classic research and theory in organization communication. Aimed at professionals in market research and journalism as well as researchers, academics and students, this handbook is both an encyclopedial providing discussions of methodological issues and a story of a particular tale of interviewing. People can learn how to lead. This was the position John H. Zenger and Joseph R. Folkman took when they wrote their now-classic leadership book The Extraordinary Leader—and it's a fact they reinforce in this new, completely updated edition of their bestseller. When it was first published, The Extraordinary Leader immediately attracted a wide audience of aspiring leaders drawn to its unique feature: the extensive use of scientific studies and hard data, which served to demystify the concept of leadership and get readers thinking about the subject in a pragmatic way. Now, Zenger and Folkman revisit the subject to address leaders' most pressing concerns today. The result is an up-to-date, essential leadership guide for the twenty-first century that includes: late-breaking research on the psychology of leadership New information on leading in a global environment A breakthrough case study on measuring improved leadership behavior Studies revealing the importance of follow-
through *The Extraordinary Leader* is a remarkable combination of expert insight and extensive research. The authors analyzed more than 200,000 assessments describing 20,000 managers—by far the most expansive research ever conducted for a leadership book. Zenger and Folkman have created the leadership book of the ages. The Extraordinary Leader explains how to build leadership skills that will take you and your organization to unimagined success. *Foundations of Qualitative Research* introduces key theoretical and epistemological concepts replete with historical and current real-world examples. Author Jerry W. Willis provides an invaluable resource to guide the critical and qualitative inquiry process written in an accessible and non-intimidating style that brings these otherwise difficult concepts to life. This book disseminates original research on learning in and from practice in pre-service teacher education. Authors such as Lederman and Lederman describe the student teaching practicum (or work-integrated learning [WIL]), which is an essential component of pre-service teacher education, as the ‘elephant in the room’. These authors note that ‘the capstone experience in any teacher education programme is the student teaching practicum...’ [a]after all, this is where the rubber hits the road'. However, many teacher educators will agree that this WIL component is sometimes very insufficient in assisting the student teacher to develop their own footing and voice as a teacher. This is the ‘gap’ that this research book addresses. Most of the chapters in the book report empirical data, with the exception of two chapters that can be categorized as systematic reviews. WIL is addressed from various angles in the chapters. Chapter 6 focuses on research related to what makes Finnish teacher education so effective, and in Chapter 4 researchers of the University of Johannesburg disseminate their findings on establishing a teaching school (based on Finnish insights) in Johannesburg. Chapter 3 highlights the challenges faced in open-and distance learning teacher education contexts. Several of the chapters disseminate research findings on alternative interventions to classic WIL, namely, where “safe spaces” or laboratories are created for student teachers to learn and grow professionally. These could either be simulations, such as software programmes and avatars in the intervention described in Chapter 2; student excursions, as the findings in chapters 5, 7 and 10 portray; or alternative approaches to WIL (e.g. Chapters 11 and 12). The book is devoted to scholarship in the field of pre-service teacher education. The target audience is scholars working in the fields of pre-service teacher education, work-integrated learning, and self-directed learning. The book makes a unique contribution in terms of firstly its extensive use of Cultural-Historical Activity Theory as a research lens, and secondly in drawing on various theoretical frameworks. Both quantitative and qualitative research informed the findings of the book. Do your students lack confidence in handling quantitative work? Do they get confused about how to enter statistical data on SAS and SPSS programs? This Second Edition of Mark Sirkin's popular textbook is the solution for these dilemmas. The book progresses from concepts that require little computational work to the more demanding. It emphasizes utilization so that students appreciate the usefulness of statistics and shows how the interpretation of data is related to the methods by which data was obtained. The author includes coverage of the scientific method, levels of measurement and the interpretation of tables. With the evolution of the music business and the shifting influence of large record labels, the artist manager is now – more than ever – at the center of an artist's career. Artist managers are tasked with keeping abreast of the music industry and supporting the artists under their management while simultaneously managing their own careers. Including key industry insights, exclusive planning guidance, management tools, and strategies for a successful career, *Artist Management for the Music Business* has the tools to support any new or experienced artist manager. Through its analysis of over a dozen case studies, lessons, and contract examples, author Paul Allen provides a focused look at managing artists’ careers. This follow-up to the best-selling second edition features a new chapter on entrepreneurship including detailed information on how to run an artist management enterprise as a business and includes coverage of anticipating risks, reacting to challenges, and basic money management. The chapter also contains additional sections on the effective use of social media, the Web, and handling online promotion. For additional resources, visit the book’s website at www.artistmanagementonline.com. The director of communication is an impassioned profession that discovers which strategies are the best and the most intelligent. There are few manuals, and there are some that offer general and sparsely updated information about the change that new technologies imply. We find the literature isolated that can be directly useful. However, we will say that there is no single recipe for DirCom or communication consultants. Each one will offer different models according to the variables or factors that seem to them to be able to rectify the direction of a company according to his or her personal mood. The most complete and definitive reference to all aspects of poultry diseases, *Diseases of Poultry*, Fourteenth Edition has been fully revised and updated to offer a comprehensive survey of current knowledge. Updates the definitive reference of poultry health and disease. Provides more clinically relevant information on management of specific diseases, contributed by clinical poultry veterinarians. Offers information on disease control in organic and antibiotic-free production. Presents more concise, streamlined chapters for ease of use. Incorporates advances in the field, from new diagnostic tools and information to changes brought about by the increasing globalization and the re-emergence of zoonotic pathogens. System Analysis & Design in a Changing World, Third Edition, is a book with a more forward-thinking, real world approach. This new text continues the groundbreaking dual approach, focusing on concepts and techniques from both traditional systems analysis and the object-oriented approach. The first comprehensive text on stress and crisis management specifically tailored to courses focusing on the family. Organized by stress model, this book helps readers understand the relationships among models, research, crisis prevention, and crisis management with individuals and families. Providing a balance of theory, research, hands-on applications, and intervention strategies, this innovative text presents a comprehensive overview of the field. Intended A udience Individual and Family Stress and Crises is ideal as a core text for upper division undergraduate and graduate students in courses such as Family Crisis, Family Stress & Coping, and Dysfunctions in Marriage & Family. A practical, highly accessible guide for novice researchers conducting qualitative research in public relations and marketing communications, this book guides the reader through all aspects of the research process. This book provides a step-by-step guide for doing a real evaluation. It focuses on the main kinds of “big picture’ questions that evaluators usually need to answer, and how the nature of
such questions is linked to evaluation methodology choices. It also explains how to combine a mix of qualitative and quantitative data with "relevant values" (such as needs) to draw explicitly evaluative conclusions. The two volumes included in Antimicrobial Drug Resistance, Second Edition is an updated, comprehensive and multidisciplinary reference covering the area of antimicrobial drug resistance in bacteria, fungi, viruses, and parasites from basic science, clinical, and epidemiological perspectives. This newly revised compendium reviews the most current research and development on drug resistance while still providing the information in the accessible format of the first edition. The first volume, Antimicrobial Drug Resistance: Mechanisms of Drug Resistance, is dedicated to the biological basis of drug resistance and effective avenues for drug development. With the emergence of more drug-resistant organisms, the approach to dealing with the drug resistance problem must include the research of different aspects of the mechanisms of bacterial resistance and the dissemination of resistance genes as well as research utilizing new genomic information. These approaches will permit the design of novel strategies to develop new antibiotics and preserve the effectiveness of those currently available. The second volume, Antimicrobial Drug Resistance: Clinical and Epidemiological Aspects, is devoted to the clinical aspects of drug resistance. Although there is evidence that restricted use of a specific antibiotic can be followed by a decrease in drug resistance to that agent, drug resistance control is not easily achieved. Thus, the infectious diseases physician requires input from the clinical microbiologist, antimicrobial stewardship personnel, and infection control specialist to make informed choices for the effective management of various strains of drug-resistant pathogens in individual patients. This 2-volume set is an important reference for students in microbiology, infectious diseases physicians, medical students, basic scientists, drug development researchers, microbiologists, epidemiologists, and public health practitioners.

An introduction to computational complexity theory, its connections and interactions with mathematics, and its central role in the natural and social sciences, technology, and philosophy. Mathematics and Computation provides a broad, conceptual overview of computational complexity theory—the mathematical study of efficient computation. With important practical applications to computer science and industry, computational complexity theory has evolved into a highly interdisciplinary field, with strong links to most mathematical areas and to a growing number of scientific endeavors. Avi Wigderson takes a sweeping survey of complexity theory, emphasizing the field's insights and challenges. He explains the ideas and motivations leading to key models, notions, and results. In particular, he looks at algorithms and complexity, computations and proofs, randomness and interaction, quantum and arithmetic computation, and cryptography and learning, all as parts of a cohesive whole with numerous cross-influences. Wigderson illustrates the immense breadth of the field, its beauty and richness, and its diverse and growing interactions with other areas of mathematics. He ends with a comprehensive look at the theory of computation, its methodology and aspirations, and the unique and fundamental ways in which it has shaped and will further shape science, technology, and society. For further reading, an extensive bibliography is provided for all topics covered. Mathematics and Computation is useful for undergraduate and graduate students in mathematics, computer science, and related fields, as well as researchers and teachers in these fields. Many parts require little background, and serve as an invitation to newcomers seeking an introduction to the theory of computation.

Comprehensive coverage of computational complexity theory, and beyond High-level, intuitive exposition, which brings conceptual clarity to this central and dynamic scientific discipline. Historical accounts of the evolution and motivations of central concepts and models. A broad view of the theory of computation's influence on science, technology, and society. Extensive bibliography. DON'T LET YOUR WRITING HOLD YOU BACK. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. The HBR Guide to Better Business Writing, by writing expert Bryan A. Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you:* Push past writer's block* Grab—and keep—readers' attention* Earn credibility with tough audiences* Trim the fat from your writing* Strike the right tone* Brush up on grammar, punctuation, and usage* Our service team may represent the first, last, or only interaction point between your customers and your company. Your front-line service professionals make or break countless opportunities, leads, sales, and relationships every day. Completely revised and updated to meet the challenges of a new service landscape, the second edition of Customer Service Training 101 presents proven techniques for creating unforgettable customer experiences. The book covers every aspect of face-to-face, phone, Internet, and self-service customer relations, and provides simple yet powerful tips for:* Projecting a positive attitude and making a great first impression* Communicating effectively, both verbally and nonverbally* Developing trust, establishing rapport, and making customers feel valued* Confidently handling difficult customers and situations New features include "How Do I Manage Up?" self-assessments, and "Doing It Right" examples from the author's extensive customer service experience. Every step-by-step lesson in this comprehensive and inspiring training manual is augmented with instructive sidebars, a summary of key points, practice exercises, and so much more. Despite the importance of group communication processes, they remain elusive and difficult to understand, and the type of theory necessary to make sense of these processes differs from those commonly found in the social sciences. This collection of essays advances a unique perspective on group decision-making which is complementary to approaches taken in management, psychology and sociology. As the new edition of this book demonstrates, a number of strong theoretical frameworks have developed over the past 15 years together with considerable empirical evidence. The essays are distinctive both in their explicit focus on communication processes and in their location in a unique intellectual tradition. As such the book serves.