## Management Skills In It Shaping Your Career Ebo Series

Bringing together sociological theories and nursing practice this text develops a dynamic conceptualisation of the nursing role which is rooted in the work setting. It looks at the factors which have shaped nursing work in the past and those which are likely to shape it in the future. Nurses' work is changing in two respects: the place nursing occupies in the health care division of labour and the routine shifting of work boundaries that nurses experience in their daily work. Drawing on her detailed observations of the reality of nursing work in a district general hospital, Davina Allen explores these linked themes, focussing on five key work boundaries: \*nurse:doctor \*nurse:manager \*nurse:support worker \*nurse:patient \*nurse:nurse The text provides new insight into many of the tensions and dilemmas nurses routinely face and the processes and constraints through which their work is fashioned. It offers a new way of thinking about the nursing role which is particularly relevant at a time when the scope of nursing practice is expanding and when the integrated approach to health and social care is seen as the key to provision and improved services.

Shape Your Thinking - A guide for survival & success in the 21st Century provides the reader with key principles & processes, best practices & experiences of successful people on how to balance your personal & professional life to achieve consistent success. It tells us about how to take on the problems of the 21st Century. Shashank Mutneja takes us on a thrilling journey through today's most urgent issues and their solutions. The golden thread running through his exhilarating new book is the challenge of maintaining our collective and individual focus in the face of constant and disorienting change. Shashank Mutneja explores what it means to be a good human in an age of bewilderment. This book provides the reader with real-life examples and straight to the point principles, processes, and best practices that made all the difference in the world. This book not only tells the reader what to do but also explains how to do it.

No organisations, change initiative or stakeholder is ever the same. The way business change management is shaped to work with and get the best out of every different change situation makes a vital contribution to the success of the change. The Shape of Change is the first business change management book to focus solely on the practical challenges of how to plan, implement and embed successful business change initiatives in a wide range of organisations from the business change manager's point of view. It focuses on shaping every different change approach to take into consideration each individual situation including organisational culture, the type and impact of change the initiative, the attitudes and concerns of stakeholders and the potential for resistance within the organisation. Using a series of example change initiatives in private, public and non-profit sectors, it describes the change management journey, highlighting key points where business change management interventions are essential, and exploring how it feels to undertake business change initiatives in a wide range of situations, from communicating the initial change idea to ensuring the change is embedded and working well in business as usual. Accessible and comprehensive, The Shape of Change is relevant to anyone working in or planning organisational change.

A copy of this current textbook can be checked out for 2-hours at the Reserve Desk. If it is unavailable, you may place a hold to get on the waiting list.

This is a study of the St. Peter's Fiesta celebrated annually by the Italian, or better, Sicilian-American community of Gloucester, Massachusetts, USA. The study deals specifically with the fiesta that took place 25–28 June 1970.

Now fully revised and updated—the classic book on effective R&D management "This thoughtful and detailed work outlines what is required in order to achieve the desired end results in a networked world where teamwork and collaboration are increasingly important to globally dispersed workforces." —John Chambers, Chairman and CEO, Cisco Praise for the Second Edition "This is a superbly written book and could make an excellent reference and text for related university courses." —E. Lile Murphree, Jr., PhD, former Chairman, Department of Engineering Management, The George Washington University "Provides a superb exposition of the role that social and psychological phenomena play in today's organizations." —Fred E. Fiedler, Professor of Psychology Emeritus, University of Washington, Seattle As the economy shifts from producing goods to producing information, the role of researchers in shaping the future has become immense. By taking advantage of modern technology, the highly trained and predominantly autonomous researchers from around the globe collect and share information better than ever—yet, there is still a lack of an effective centralized structure for an R&D organization manager to integrate the efforts from many disparate individuals into a unified plan. Managing Research, Development, and Innovation, Third Edition covers the management skills and leadership theories essential to generating products and excelling in today's global economy. Topics of interest include how to design jobs, organize hierarchies, resolve conflicts, motivate employees, and create an innovative work environment. Discover how superior management skills can increase funding, generate profit, and improve the effectiveness of technologically based organizations. This new revised edition: Covers all aspects of the research and development process—with focus on the human management function Includes two new chapters covering the innovation process critical to research and development of new products and services Outlines the challenging is

Applied Sport Management Skills, Third Edition With Web Study Guide, takes a unique and effective approach to teaching students how to become strong leaders and managers in the world of sport. Organized around the central management functions—planning, organizing, leading, and controlling—this third edition addresses the Common Professional

Component topics outlined by the Commission on Sport Management Accreditation (COSMA). The text explains important concepts but then takes the student beyond theories, to applying those management principles and developing management skills. This practical how-to approach, accompanied by unmatched learning tools, helps students put concepts into action as sport managers—developing the skills of creative problem solving and strategic planning, and developing the ability to lead, organize, and delegate. Applied Sport Management Skills, Third Edition, has been heavily revised and touts a full-color format with 1,300 new references. Content updates keep pace with industry trends, including deeper discussions of legal liability, risk management and equipment management, servant leadership, sport culture, and social media. Particularly valuable are the special elements and practical applications that offer students real opportunities to develop their skills: Features such as Reviewing Their Game Plan and Sport Management Professionals @ Work (new to this edition) provide a cohesive thread to keep students focused on how sport managers use the concepts on the job. Applying the Concept and Time-Out sidebars offer opportunities for critical thinking by having the student think about how specific concepts relate to a sport situation or to the student's actual experiences in sports, including part-time jobs, full-time jobs, internships, and volunteer work. Self-Assessment exercises offer insight into students' strengths and weaknesses and how to address shortcomings. An enhanced web study guide is integrated with the text to facilitate a more interactive setting with which to complete many of the learning activities. Several of the exercises require students to visit a sport organization and answer questions to gain a better understanding of sport management. Skill-Builder Exercises present a variety of scenarios and provide step-by-step guidance on handling day-to-day situations such as setting priorities, conducting job interviews, handling conflict, and coaching employees to better performance. Sports and Social Media Exercises offer Internet-based activities that expose students to the role of social media in managing a sport organization. Students are required to use popular social media sites such as Facebook, Twitter, and LinkedIn and visit sport websites. Game Plan for Starting a Sport Business cases put students in the driver's seat and ask them to perform managerial activities such as developing an organization structure and formulating ideas on how to lead their employees. The web study guide allows students to complete most of the learning activities online or download them and then submit them to the instructor. Instructors will also have access to a suite of ancillaries: an instructor guide, test package, and presentation package. Applied Sport Management Skills, Third Edition, is a critical resource that provides students with a thorough understanding of the management principles used in sport organizations while also helping students developing their practical skills. Students will appreciate the opportunity to begin building a solid foundation for a fulfilling career in sport management.

This book focuses on the changes in academic careers and their implications for job attachment and the management of academic work. Against the background of an ageing profession, with different demands on academic staff, increasing insecurity, accountability and internationalisation, it discusses important, common themes in detail. This book examines such aspects as the nature of academic careers and recent changes in careers, changing biographies, rewards of academic work such as income and job satisfaction, internationalisation of the academy, and the organisation and management of academic work sites. This book is the second of two books highlighting findings from research on the academic profession, notably, the Changing Academic Profession Study and the European project supported by the European Science Foundation on changes in the academic profession in Europe (EUROAC). An adapted version of the CAP questionnaire has been used to carry out the survey in those countries that had not been involved before in the CAP survey. Altogether 19 countries are covered by the CAP project and an additional seven European countries are covered by EUROAC.

Management - the pursuit of objectives through the organization and co-ordination of people - has been and is a core feature, and function, of modern society. Some 'classic' forms of corporate and bureaucratic management may come to be seen as a prevalent form of organization and organizing in the 20th century, and in the post-Fordist, global, knowledge driven contemporary world we are seeing different patterns, principles, and styles of management as old models are questioned. The functions, ideologies, practices, and theories of management have changed over time, as recorded by many scholars; and may vary according to different models of organization; and between different cultures and societies. OThe purpose of this Handbook is to analyse and explore the evolution of management; the

core functions and how they may have changed; its position in the culture/zeitgeist of modern society; the institutions and ideologies that support it; and likely challenges and changes in the future. This book looks at what management is, and how this may change over time. It provides an overview of management - its history, development, context, changing function in organization and society, key elements and functions, and contemporary and future challenges.

This book focuses on emotional intelligence, which has emerged as a factor in superior on-the-job performance and ability to lead an effective life. Based on an emerging country, namely India, the book

deviates from traditional approaches by focusing on non-cognitive rather than cognitive skills to explain and predict performance and achievements. It finds that those with strong intrinsic non-cognitive skills, like trustworthiness, conscientiousness, adaptability, initiative and commitment have a better chance of becoming effective leaders with enhanced service-orientation, empathy and conflict management skills—traits desired by any organization striving for efficiency. It also demonstrates that while such imponderable, intrinsic skills matter, they cannot replace discernible psycho-social factors and hence, effective hiring strategies must focus on behavioural competence along with cognitive skills. The book also discusses organizations' desire to ensure a working environment that is vibrant and positive in an attempt to prevent unconstructive or disruptive factors and to ensure improved performances over time. The book is a valuable resource for corporate personnel, as well as for researchers and practitioners in the field. Stewart presents a practical book which will help managers manage more effectively in the real world of business today. Each chapter focuses on detailed practical guidance and ends with a checklist of key points.

A holistic approach to a complex set of environmental issues.

"Expanded from papers presented at the Sixth Southern Conference on Women's History, this collection demonstrates how women of different races and classes transformed the South during its most crucial turning points, including post-Revolution, Civil War, Jim Crow era, World War I, and the civil rights movement"--Provided by publisher.

As the use of remote work has recently skyrocketed, digital transformation within the workplace has gone under a microscope, and it has become abundantly clear that the incorporation of new technologies in the workplace is the future of business. These technologies keep businesses up to date with their capabilities to perform remote work and make processes more efficient and effective than ever before. In

understanding digital transformation in the workplace there needs to be advanced research on technology, organizational change, and the impacts of remote work on the business, the employees, and day-to-day work practices. This advancement to a digital work culture and remote work is rapidly undergoing major advancements, and research is needed to keep up with both the positives and negatives to this transformation. The Research Anthology on Digital Transformation, Organizational Change, and the Impact of Remote Work contains hand-selected, previously published research that explores the impacts of remote work on business workplaces while also focusing on digital transformation for improving the efficiency of work. While highlighting work technologies, digital practices, business management, organizational change, and the effects of remote work on employees, this book is an all-encompassing research work intended for managers, business owners, IT specialists, executives, practitioners, stakeholders, researchers, academicians, and students interested in how digital transformation and remote work is affecting workplaces.

Allows readers to implement strategic and operational change quickly and successfully. Based on the author's own experience of working with professional service organisations, this title enables senior managers to diagnose problems and source practical help by way of case studies, applied tools and techniques to put theory into practice.

?This volume includes the full proceedings from the 2013 World Marketing Congress held in Melbourne, Australia with the theme Looking Forward, Looking Back: Drawing on the Past to Shape the Future of Marketing. The focus of the conference and the enclosed papers is on marketing thought and practices throughout the world. This volume resents papers on various topics including marketing management, marketing strategy, and consumer behavior. Founded in 1971, the Academy of Marketing Science is an international organization dedicated to promoting timely explorations of phenomena related to the science of marketing in theory, research, and practice. Among its services to members and the community at large, the Academy offers conferences, congresses and symposia that attract delegates from around the world. Presentations from these events are published in this Proceedings series, which offers a comprehensive archive of volumes reflecting the evolution of the field. Volumes deliver cutting-edge research and insights, complimenting the Academy's flagship journals, the Journal of the Academy of Marketing Science (JAMS) and AMS Review. Volumes are edited by leading scholars and practitioners across a wide range of subject areas in marketing science.?

The author of From Conflict to Cooperation and Preventing Job Burnout presents scientifically proven strategies for encouraging great performance from employees, presenting advice on how to offer non-confrontational constructive criticism and motivation, free of cost. Original.

What academicians and industry leaders say about SHAPE ITThe job market is shifting fromqualification-based to skill-based setupTo stay relevant you have toSHAPE IT or ship-outOne needs to be a life-long learner tosurvive and succeed at workplaceSHAPE IT takes acommonsensical approach to skill enhancement make budding engineers industry readyThe 50+ student stories are aPerfect Prescription for Success, and motivates young graduates toexplore new opportunitiesThe SHAPE IT traits are vital ingredients to enrich your career, have to practiced in actual settings and perfected over time

This collection of articles and blog posts by IT industry experts explores the challenges IT professionals face when moving from a technical into a managerial role. The authors look at the skills required to scale the career ladder, the opportunities for training and development and how to progress from a first job in IT to CIO. Topics include: What the CIO can learn from teenagers; Do we need a softer side?; Leading virtual teams; Training a new generation of leaders. Each article ends with a range of current resources and recommendations including blogs, books and websites.

Important new study concludes that a FTA between the two countries would be highly worthwile to both.

Human Resources Management, 3rd edition is an all-inclusive resource packed full of Australian examples, quality pedagogical features and cutting edge theories. It provides an excellent balance of practical teaching and the underlying theory of HRM which helps students understand what HR actually is, rather than just how to practice it. The text facilitates the development of critical and innovative thinking, allowing readers to make Co-adaptive Human Resource Management (CHRM) decisions in the light of the diverse features of any given business and its operating environment.

This is a compendium of the speeches of the Presidents of the Indian Science Congress Association (ISCA) from 1914-2003. Through the years, these Presidents have inspired the Congress by their speeches-some of them visionary, some impassioned in their plea for Science, but all of them with a message that Science must be used for the good of the human race.

What is globalization? How have the world economies changed in recent years? What impact do these changes have on business and management practice? Through creative use of examples, case studies and exercises from organizations worldwide, this book demonstrates the many levels at which globalization impacts on contemporary businesses, society and organizations and elucidates the ways in which different globalization trends and factors interrelate. Focusing on an integrated approach to understanding the effects of global trends such as new technologies, new markets, and cultural and political changes, the book enables students to understand the wider implications of globalization and apply this to their study and comprehension of contemporary business and management. Each chapter: - opens with a short and current case which introduces the key concepts covered in that chapter - provides an overview of chapter objectives to allow the student to navigate easily - illustrates the chapter concepts with useful boxed examples - concludes with a review of the key chapter concepts learnt - provides a series of review and discussion questions - offers 'Global Enterprise Project' assignments for applying course concepts to the same company - gives up-to-date references from many sources to direct student's further reading. Students can access the companion website which includes additional material in support of each chapter of the book by clicking on the `companion website' logo above.

When citizens are invited to help define and resolve difficult community issues, they often find better and more sustainable solutions. Civic Engagement: 10 Question to Shape an Effective Plan is designed to help you evaluate your community's "civic health," plan for effective public engagement, monitor and evaluate the effectiveness of your engagement processes, and also identify, benchmark, and share best practices.

## Incorporating HC 505-i-v, session 2008-78

The first textbook to emphasize the importance of critical thinking skills to practice, this third edition of the classic Social Work Practice retains its unique focus on thinking critically about decisions that social workers make daily. Organized around the phases of helping, this hands-on introduction highlights the decision points that social workers encounter during assessment, intervention, and evaluation. This text, together with its companion website, provides students with a wealth of hands-on exercises for developing and assessing their practice skills. Most importantly, it helps students enhance client well-being by becoming critical thinkers and evidence-informed practitioners. From the 'Third Way' reforms of the 1990s to today's prospect of a post-bureaucracy era, the management of the UK's public services has been radically overhauled in recent decades. This important new text provides a complete introduction to the key themes and developments in public management and the changing relationship between governments, public service providers and the public. June Burnham and Sylvia Horton examine the key components of public management in the UK, including strategic management and the introduction of new performance management techniques as well as financial and human resources management. The book assesses how wider forces such as Europeanization, globalization and the global economic crisis have affected both the structure and role of the state and the way public services are managed. It also looks back to examine the transition from public administration to public management and considers how different ideologies have influenced and driven reform. Distinctively, the authors provide a full assessment of how devolution has affected public services across all parts of the UK. Providing an insightful and accessibly written introduction, this book will be ideal reading for all students of public management.

w. T. SINGLETON THE CONCEPT This is the third in a series of books devoted to the study of real skills. The topic is management. A book on social skills is still to come and it might seem that the sequence should be reversed on the grounds that social skills are obviously one element in management skills but it is appropriate to deal with management first on the criterion of increasing complexity. Management skills are easier to understand than general social skills. This is because the defining characteristic of a skill is a purpose. The purpose of organizations in which managers operate and the tasks in which they are engaged are not easy to define but they are certainly less obscure than are the more general purposes of communities and people interactions in which the complete range of social skills is practised. Skills, like purposes, are inherently to do with people. It follows that the 'skills view' of management will be as a people-based activity. Individuals carry out management tasks and these tasks always involve other individuals, of whom some are subordinate, some superior and some equivalent within the hierarchy of the particular management organization. The concept of a hierarchy is as central to management as it is to skills. The alternative to hier archy is anarchy. Management is not solely concerned with people.

Develop with the confidence and innovative skills to lead in today's rapidly changing, turbulent business environment with Daft's market-leading MANAGEMENT, 14E. This reader-friendly presentation blends coverage of the latest managerial theories and emerging trends with a strong foundation in best management practices. New personal feedback inventories let you evaluate your strengths while updated engagement exercises and the latest applications guide you in expanding your management competencies, harnessing your creativity and putting theory into practice. Recent research, organized around the four functions of management, helps you look beyond traditional techniques to consider a full breadth of progressive management solutions. In addition, numerous new examples and cases from familiar organizations bring the practice of management into clear focus. Author Richard Daft equips you with new and proven management concepts to achieve exceptional results in your managerial role. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Asia will redraw the map of economic progress over the next twenty-five years. Growth is necessary to solve economic and social problems, but harder to achieve as the age of plenty gives way to the age of scarcities. The challenge opens the doors for an Asian economic model based on shifting of productivity for the individual to groups, ecological productivity instead of economic productivity, and a reversal to traditional Asian values - less materialistic than Western values. A new paradigm for economic thinking emerges to replace the one launched in the West 200 years ago.

The essays that comprise this study eschew stereotypical representations of a politicized Islam in the Mediterranean Region. The contributors consider the reality that lies behind current issues in the area and the role that an embedded Islam has played or may play in the region.

If you want to gain proficiency and expertise with SolidWorks surface modeling, this is the resource for you. You'll learn how to apply concepts, utilize tools, and combine techniques and strategies in hands-on tutorials. This Bible covers the range from sketching splines and shelling to modeling blends and decorative features. Complete with professional tips and real-world examples, this inclusive guide enables you to coax more out of SolidWorks surfacing tools.

There is a growing interaction between companies and countries, illustrated by a constant flow of trade, capital, and work. With the rapid emergence of other countries with sufficient potential to join the globalization process, it is necessary to provide techniques for managerial planning, organization, and control in an international context. Managerial Competencies for Multinational Businesses is a collection of innovative research on the methods of leadership styles and skills required for managers to be successful in an international company. Highlighting a range of topics, including human resource management, industrial relations, and international careers, this book is ideally designed for senior managers, business professionals, team leaders, and human resource managers seeking current research on the key aspects of managing a company in a developing globalized market.

That man is a social being is almost axiomatic. Our interpersonal relation ships can be sources of the most rewarding or the most painful of human experiences. To a large measure our accomplishments in life depend on the facility with which we interact with others-our social skill. The acquisition of social skills is, of course, a natural part of the overall socialization process. However, in many instances it

becomes necessary or desirable to develop further an individual's social facilities. Such skill development is the topic of this book. Two major goals were kept in mind in the writing of this book. The first was to provide a conceptual framework within which to view social skills. Such a framework allows one to understand why it is important to develop social skills, and the effects that such skill development should have. If the reader has a thorough understanding of the concept of social skills and their development, it becomes possible to make appropriate innovations and adaptions to his or her own circumstances. Without such a framework, social-skills training becomes little more than a collection of disjointed techniques. Also, without a conceptual understanding, pro cedural innovations are difficult to incorporate into training.

This book established itself in its first edition as the definitive 'one-stop-shop' revision aid; the only one available to encompass all elements of the MRCOG Part 2 examination in a single volume. Now incorporating practice EMQs as well as the standard question types, this second edition will ensure that it retains its place on the 'must-have' list for every candidate preparing for this exam. Concentrating on testing the candidate's theoretical and practical knowledge as recommended in the current MRCOG syllabus, the book tests the trainee with questions in obstetrics and gynaecology and those aspects of medicine, surgery and paediatrics relevant to the practice of both. The book is divided into four key parts, one for each style of question, each of which opens with an introductory section on how to approach the exam and, crucially, how to fail it. # Part 1 provides a series of short answer practice papers. Common mistakes are highlighted as well as a list of key points required to get full marks. A sample answer is given for each question # Part 2 contains a mock paper for the MCQ part of the exam, containing 225 questions with answers and helpful annotations # Part 3 introduces the EMQ, giving the reader 40 questions in the style of the examination, together with answers and explanatory notes # Part 4 is devoted to the OSCE, with descriptions of 20 sample stations assessing different aspects of clinical practice, advice on how to tackle these, and suggested marking schemes. Throughout, questions have been designed to test factual knowledge and understanding, problem-solving ability, and clinical and communication skills.

Fitness education is often overlooked for various reasons: no equipment, no weight room, large class size, or lack of professional development. Designing and Teaching Fitness Education Courses provides real solutions for all these issues. This book offers secondary-level physical educators innovative ideas, practical answers, and guidance in implementing fitness education programming that will meet the needs of all students. Designing and Teaching Fitness Education Courses is packed with highly useful tools and resources: 211 instructional photos showing exercises and stretches that require no equipment and are easily adapted for varying abilities 18 pacing guides that form a week-by-week blueprint for implementing a semester-long fitness education course A robust online resource with all 18 pacing guides, as well as a blank template for developing your own; 139 video demonstrations of all the book's exercises and stretches; PowerPoint presentations to show in PE classes, including video demonstrations of the book's exercises and stretches; and teacher aids and student handouts, including assignments, assessments, posters, and a 12-week personal fitness plan Teachers can use the pacing guides to develop a semester-long fitness education course that can be implemented in either a traditional or block schedule. These guides offer objectives, class discussion topics, activities, assessments, and teaching strategies for each week of an 18-week semester. All topics in the guides are aligned with SHAPE America's National Standards and Grade-Level Outcomes for K-12 Physical Education. The authors guide teachers in addressing the following priorities within a fitness education course: social and emotional learning; behavior modification principles and adherence to fitness activities; social cognitive theory; classroom management; student safety; equity, diversity, and inclusion; and social justice. Designing and Teaching Fitness Education Courses also includes a detailed chapter on nutrition education written by internationally recognized sport nutritionist Lisa Dorfman, who provides teachers a wealth of information to integrate into fitness courses. Teachers will learn how to integrate a quality fitness education curriculum into any setting (rural, urban, or suburban) and any learning model (remote, hybrid, or in-person learning). Designing and Teaching Fitness Education Courses is organized into three sections: Part I presents both theoretical and practical knowledge of fitness education; its importance in a standards-based curriculum; pedagogical and content knowledge considerations; nutrition, wellness, and consumer issues; and the general components of fitness education. Part II focuses on various components of fitness education: flexibility, strength, and cardiorespiratory fitness. This part includes stretching and muscular strength and endurance workouts, illustrated with photos in the book and videos in the online resource. Part III guides readers in enabling students to participate in community fitness and activity events to support the development of lifelong fitness habits. Through Designing and Teaching Fitness Education Courses, teachers will be able to provide appropriate fitness activities that will lead to the elevated health and wellness of students and a greater appreciation for participating in lifelong activities. Note: A code for accessing HKPropel is included with all new print books. Management Skills in ITShaping Your CareerManagement Skills in ITShaping Your CareerBCS, The Chartered Institute

The productivity and efficiency of farmers in both Australia and other Western nations has assumed increasing significance on the formal political agenda since the 1960s. Economic changes at both the international and national level have raised questions among economists, farm organisations and state agencies concerning the capacity of some farmers to be able to earn an adequate income, and thereby contribute to national agricultural output and efficiency. While these concerns have contributed to policies of farm subsidisation in Europe, Britain and the United States, Australia has taken a somewhat different path. Farm reconstruction and adjustment programs were created from the early-1970s that sought to 'restructure' the farm sector by encouraging so-called 'unviable' farmers to exit the industry while providing incentives for remaining producers to improve their productivity. Economists in both the public service and academic institutions have welcomed such policies arguing that intervention in assisting processes of 'adjustment' makes agricultural resources available for those farmers who will use them in the most efficient manner, while ensuring also that the welfare needs of unviable farmers are met. The aim of this book is to explore the events, techniques and forms of calculation through which economic expertise in Australia has come to assume increased authority on matters of agricultural change, and the consequences of this for how strategies of 'restructuring' are assembled as objects of knowledge.

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