

Training And Development For Dummies

Flex your project management muscle Agile project management is a fast and flexible approach to managing all projects, not just software development. By learning the principles and techniques in this book, you'll be able to create a product roadmap, schedule projects, and prepare for product launches with the ease of Agile software developers. You'll discover how to manage scope, time, and cost, as well as team dynamics, quality, and risk of every project. As mobile and web technologies continue to evolve rapidly, there is added pressure to develop and implement software projects in weeks instead of months—and Agile Project Management For Dummies can help you do just that. Providing a simple, step-by-step guide to Agile project management approaches, tools, and techniques, it shows product and project managers how to complete and implement projects more quickly than ever. Complete projects in weeks instead of months Reduce risk and leverage core benefits for projects Turn Agile theory into practice for all industries Effectively create an Agile environment Get ready to grasp and apply Agile principles for faster, more accurate development.

A complete and comprehensive guide to why kids behave and think the way they do-and how to bring out the best in them. In the U.S., more than 10% of children are diagnosed with psychiatric disorders, while countless others remain undiagnosed. Defining what is "normal" and what is not is of great concern to anyone who works with, guides, nurtures, teaches, or parents children. With new discoveries in mental disorders that affect children, Child Psychology & Development For Dummies provides an informational guide

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to cognitive development at every stage of a child's life, as well as how to diagnose, treat, and overcome the cognitive barriers that impede learning and development. How to identify and treat mental disorders Covers behavior disorders, autism, attention deficit disorder, reading disabilities, bipolar disorder, and more Guidance on helping a child control impulses, develop self esteem, and have good relationships An essential guide for parents, teachers, and caregivers, *Child Psychology & Development For Dummies* provides a detailed overview of an average child's cognitive development, how to detect abnormalities, and what to do next.

Speak the languages that power the web With more high-paying web development jobs opening every day, people with coding and web/app building skills are having no problems finding employment. If you're a would-be developer looking to gain the know-how to build the interfaces, databases, and other features that run modern websites, web apps, and mobile apps, look no further. *Web Coding & Development All-in-One For Dummies* is your go-to interpreter for speaking the languages that handle those tasks. Get started with a refresher on the rules of coding before diving into the languages that build interfaces, add interactivity to the web, or store and deliver data to sites. When you're ready, jump into guidance on how to put it all together to build a site or create an app. Get the lowdown on coding basics Review HTML and CSS Make sense of JavaScript, jQuery, PHP, and MySQL Create code for web and mobile apps There's a whole world of opportunity out there for developers—and this fast-track boot camp is here to help you acquire the skills you need to take your career to new heights!

Training and Development in Organizations introduces students to the field of training and development, showcasing how the role and function of training within an organization

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supports the organization's efforts at fulfilling its mission. Focusing on six themes – strategic view; training paradigm; training model; types of training; rubrics; and andragogy, a theory focused specifically on the adult learner – the author offers an applied approach to designing and implementing a training program. Readers will learn about different types of training programs, ranging from simple to complex, while a model program design demonstrates the critical elements associated with designing a program, such as subjects, time frame, learning objectives, and more. Practical exercises and thought-provoking end of chapter questions help students learn how to apply the concepts successfully, while Chapter Twelve specifically includes a variety of practical exercises for use in application-oriented assignments. Undergraduate students of human resource management, and training and development, as well as business managers seeking to develop their training knowledge, will appreciate this commonsense treatment of the subject.

With the growing business industry there is a large demand for greater speed and quality, for projects of all natures in both small and large businesses. Lean Six Sigma is the result of the combination of the two best-known improvement methods: Six Sigma (making work better, of higher quality) and Lean (making work faster, more efficient). Lean Six Sigma For Dummies outlines the key concepts in plain English, and shows you how to use the right tools, in the right place, and in the right way, not just in improvement and design projects, but also in your day-to-day activities. It shows you how to ensure the key principles and concepts of Lean Six Sigma become a natural part of how you do things so you can get the best out of your business and accomplish your goals better, faster and cheaper. About the author John Morgan has been a Director of Catalyst Consulting, Europe's leading provider of lean Six Sigma solutions for 10 years.

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Martin Brenig-Jones is also a Director at Catalyst Consulting. He is an expert in Quality and Change Management and has worked in the field for 16 years.

The host of MSN's Focus on Feeling Better provides a weight-training resource that lays out examples and instructions for 20-minute routines, discusses specific health or orthopedic conditions, covers High Intensity Interval Training (HIIT) and much more. Original.

The fun and friendly guide to the world's most popular online learning management system Modular Object Oriented Dynamic Learning Environment, also known as Moodle, is an online learning management system that creates opportunities for rich interaction between educators and their audience.

However, the market has been lacking a simple, easy-to-understand guide that covers all the essentials of Moodle? until now. Using straightforward language and an entertaining tone to decipher the intricate world of Moodle, this book provides you with the resources you need to take advantage of all the eLearning and eTraining possibilities that Moodle offers.

Offers a hands-on approach to learning Moodle, the revolutionary online learning management system Uses simple language peppered with good humor to break down the complexities of Moodle into easily digested pieces of information Caters to the specific needs of teachers and business trainers by providing the resources they need Moodle For Dummies provides you with the tools you need to acquire a solid understanding of Moodle and start implementing it in your courses.

Designing and Developing Training Programs is filled with practical information, best practices, and proven strategies. This book will help both new and experienced trainers design and develop training programs that achieve results for both individuals and their organizations while meeting the challenges of today's fast-paced, rapidly changing

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learning environment. Created to be easy-to-use, *Designing and Developing Training Programs* covers a wide range of topics, including how to: Ensure that training is needed, relevant, and cost-effective Analyze the needs and characteristics of the audience Write behavioral learning Select the right content and design activities that help people learn Develop effective learning materials Create a program evaluation Design virtual and remote training programs Praise for *Designing and Developing Training Programs* "Janis Fisher Chan is truly a master designer, having an uncanny ability to help people to truly think. Her book is of real service to anyone in the field of training."

—Manfred Kets de Vries, Raoul de Vitry d'Avaucourt
Chaired Clinical Professor of Leadership Development and director, INSEAD Global Leadership Centre "What makes Janis Chan's book so exceptional is the variety of challenging, content-related exercises that bring the concepts 'up close and personal' into the reader's life and work." —Sharon Bowman, Author, *Training from the BACK of the Room!*

Features a new 8-page color section The bestselling guide to making the most of puppy's first year Bringing home a puppy? This fun, friendly guide to puppyhood prepares you for this tough but terrific time. From the basics -- housebreaking, feeding, training -- to the latest on doggie day care, traveling with a puppy, and the new designer breeds, you get everything you need to help your puppy grow up to be a healthy, playful, well-mannered dog. Discover how to * Choose the perfect puppy for you * Socialize your puppy * Stimulate your puppy's growing mind * Use the latest training tools * Keep peace between kids and puppies

Create incredible apps for the iPhone and iPad using the

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latest features of iOS 6 You could be the one who creates the next super app - one that is universal, works for both the iPhone and iPad, and is a top seller. It's a great goal, and the road starts here, with this energizing guide. Whether you're a budding programming hobbyist or a serious developer looking to hit it big, the information in this book is what you need. Learn how to join Apple's developer program, understand key differences between iPad and iPhone apps, download the latest SDK, create great user experiences, and build your very own app from the ground up. You'll gain the valuable hands-on experience you need to take your development skills to the next level by walking through the development process step-by-step and creating two applications. Shows programming hobbyists and programming pros how to develop a universal app for the iPhone and iPad in iOS 6 Explains the process of creating interfaces for each target device and how to merge your designs to create a killer universal app Walks you through the development of two applications, side by side Covers nib files, views, view controllers, interface objects, gesture recognizers, and much more iOS 6 Application Development For Dummies is your guide to bringing all your app ambitions to life! Develop and deliver a robust employee training and development program Training and Development For Dummies gives you the tools you need to develop a strong and effective training and development program. Covering the latest in talent development, this informative guide addresses classroom, virtual, and blended learning to open up your options and help you

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design the program that's right for your company. You'll explore the different modes of formal learning, including social learning, m-learning, and MOOCs, and delve into the benefits and implementation of self-directed and informal learning. The discussion covers mentoring and coaching, rotational and stretch assignments, and how to align talent development with the company's needs. You'll learn how to assess employee skills, design and deliver training, and evaluate each step of the process to achieve the goals of both the employee and the organization. Most employees have some weaknesses in their skill sets. A robust training program allows you to strengthen those skills, and a development program brings all employees up to the highest possible level of productivity and success. This book helps you create consistency in your company by developing and delivering the exact training and development program your people need. Develop a strong training and development program Foster a supportive and innovative work environment Learn about social learning, m-learning, and MOOCs Assess and evaluate your staff more effectively A great training and development program boosts performance, productivity, job satisfaction, and quality of services, while reducing costs and supervision. Investing in your employees gives an excellent ROI, as talent development is a primary driver behind both motivation and loyalty. Training and Development For Dummies shows you how to reap these benefits, with step by step guidance and essential expert insight.

Growing a small business requires more than just sales

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Business Development For Dummies helps maximise the growth of small- or medium-sized businesses, with a step-by-step model for business development designed specifically for B2B or B2C service firms. By mapping business development to customer life cycle, this book helps owners and managers ensure a focus on growth through effective customer nurturing and management. It's not just sales! In-depth coverage also includes strategy, marketing, client management, and partnerships/alliances, helping you develop robust business practices that can be used every day. You'll learn how to structure, organise, and execute an effective development plan, with step-by-step expert guidance. Realising that you can't just "hire a sales guy" and expect immediate results is one of the toughest lessons small business CEOs have to learn. Developing a business is about more than just gaining customers – it's about integrating every facet of your business in an overarching strategy that continually works toward growth. Business Development For Dummies provides a model, and teaches you what you need to know to make it work for your business. Learn the core concepts of business development, and how it differs from sales

- Build a practical, step-by-step business development strategy
- Incorporate marketing, sales, and customer management in general planning
- Develop and implement a growth-enhancing partnership strategy
- Recognising that business development is much more than just sales is the first important step to sustained growth. Development should be daily – not just when business starts to tail off, or you fall into a cycle of growth

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and regression. Plan for growth, and make it stick – Business Development For Dummies shows you how. Millions of Americans have to train others as part of their jobs. Whether you're an employee training your co-workers on a new process or skill, a volunteer asked to train new volunteers, a chef training your staff, or a paramedic giving CPR training, it's just as important to know how to teach others as it is to know what you're talking about. It doesn't matter how much you know about your subject if you can't share it with others. Fortunately, Training For Dummies offers all the nuts and bolts of training for anyone who has to educate others on any subject and in any field. It covers all the modern, interactive instructional methods and dynamic training approaches available and helps you get trainees inspired, involved, and enthused. Training For Dummies will help you: Keep it interesting so trainees learn more eagerly Master the jargon of training Use audio and visual aids effectively Prepare for the training certification process Evaluate your results and improve your tactics Elaine Biech, President and Managing Principal of Ebb Associates, Inc., and known as “the trainer’s trainer” shows you all the tips and tricks of the trade. Based on her long experience as a trainer and her work for clients such as the IRS and many Fortune 500 companies, Biech helps you discover: Tips, techniques, and tidbits for enhancing your training sessions Methods that improve trainee participation Alternatives to the traditional lecture method Tactics for gauging and managing group dynamics Strategies for addressing problems in the classroom Hints for understanding and

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adapting to different learning styles Helpful resources and other extra material you can put to immediate use No matter what you do for a living, there will probably come a time when you have to teach others what you know. Training For Dummies cuts through the complicated jargon to present the basics of teaching and learning in straightforward, plain English so you can share your specialized knowledge with those who need it.

See all the things coding can accomplish The demand for people with coding know-how exceeds the number of people who understand the languages that power technology. Coding All-in-One For Dummies gives you an ideal place to start when you're ready to add this valuable asset to your professional repertoire. Whether you need to learn how coding works to build a web page or an application or see how coding drives the data revolution, this resource introduces the languages and processes you'll need to know. Peek inside to quickly learn the basics of simple web languages, then move on to start thinking like a professional coder and using languages that power big applications. Take a look inside for the steps to get started with updating a website, creating the next great mobile app, or exploring the world of data science. Whether you're looking for a complete beginner's guide or a trusted resource for when you encounter problems with coding, there's something for you! Create code for the web Get the tools to create a mobile app Discover languages that power data science See the future of coding with machine learning tools With the demand for skilled coders at an all-time high, Coding

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All-in-One For Dummies is here to propel coding newbies to the ranks of professional programmers. Provides information on Android programming, covering such topics as creating an Android application, using the Eclipse Workbench, Java, XML, broadcast receivers, and the Android Market.

A complete guide to understanding how you think, and discovering how to think differently. Personal Development All-in-One For Dummies is a complete guide to the key techniques that help you master your thoughts: Neuro-linguistic Programming (NLP), Cognitive Behavioural Therapy (CBT), Life Coaching and Hypnotherapy. Discover the basic principles of each approach and receive sensible, practical and effective expert advice on how each one can help you challenge negative beliefs and change your attitudes. Whether you wish to conquer an anxiety, beat an addiction or simply think more positively, here you will find proven and popular methods that you can use to make major changes - improving your personal power and creating the life you want. Personal Development All-in-One For Dummies will include: Book I: Essential Concepts Exploring the Key Themes of NLP Understanding Cognitive Behavioural Therapy Examining Hypnotherapy Introducing Life Coaching Book II: Neuro-Linguistic Programming Taking Charge of Your Life Creating Rapport Reaching Beyond the Words People Say Exploring the Amazing Power of Your Senses Opening The Toolkit Understanding the Psychology Behind Your Habits and Behaviours Book III: Cognitive Behavioural Therapy Correcting Your Thinking Overcoming

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Obstacles to Progress Putting CBT into Action Taking a Fresh Look at Your Past Setting Your Sights on Goals Book IV: Hypnotherapy Taking A Separate View of Yourself Considering How Hypnotherapy Can Help Feeling Good Expanding the Reach of Hypnotherapy Practising Self-Hypnosis Book V: Life Coaching Introducing Your Coaching Journey Visualising Your Whole-Life Goals Becoming Your Best Self Focusing on the Elements of Your Life Physical, Mental and Emotional Wellbeing Developing and Growing Training & Development For Dummies John Wiley & Sons

Take a deep dive into deep learning Deep learning provides the means for discerning patterns in the data that drive online business and social media outlets. Deep Learning for Dummies gives you the information you need to take the mystery out of the topic—and all of the underlying technologies associated with it. In no time, you'll make sense of those increasingly confusing algorithms, and find a simple and safe environment to experiment with deep learning. The book develops a sense of precisely what deep learning can do at a high level and then provides examples of the major deep learning application types. Includes sample code Provides real-world examples within the approachable text Offers hands-on activities to make learning easier Shows you how to use Deep Learning more effectively with the right tools This book is perfect for those who want to better understand the basis of the underlying technologies that we use each and every day. Students need to learn to manage their time, organise

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their studies, understand, learn, and convey a lot of information – and they need to learn to do it quickly. Whether you're fresh out of school, or a mature student returning to education, you now don't need to feel alone! With *Study Skills For Dummies*, you'll be given the know-how and confidence to achieve consistent results every time – and a lack of preparation will become a thing of the past. Discover how to excel at: Note-taking, speed-reading and essay-writing Improving your memory, critical thinking and analysis Using the internet to supplement study Exam skills and developing the best learning strategy to fit your specific needs and abilities

The one-stop resource for all your Python queries

Powerful and flexible, Python is one of the most popular programming languages in the world. It's got all the right stuff for the software driving the cutting-edge of the development world—machine learning, robotics, artificial intelligence, data science, etc. The good news is that it's also pretty straightforward to learn, with a simplified syntax, natural-language flow, and an amazingly supportive user community. The latest edition of *Python All-in-One For Dummies* gives you an inside look at the exciting possibilities offered in the Python world and provides a springboard to launch yourself into wherever you want your coding career to take you. These 7 straightforward and friendly mini-books assume the reader is a beginning programmer, and cover everything from the basic elements of Python code to introductions to the specific applications where you'll use it. Intended as a hands-on reference, the focus is on practice over theory, providing you with examples to follow as well as

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code for you to copy and start modifying in the "real world"—helping you get up and running in your area of interest almost right away. This means you'll be finishing off your first app or building and remote-controlling your own robot much faster than you can believe. Get a thorough grounding in the language basics Learn how the syntax is applied in high-profile industries Apply Python to projects in enterprise Find out how Python can get you into hot careers in AI, big data, and more Whether you're a newbie coder or just want to add Python to your magic box of tricks, this is the perfect, practical introduction—and one you'll return to as you grow your career.

Identify the best online program for you Get organized to succeed at learning at a distance Be the best learner you can be Get your best education online Whether you're a college student, adult learner, or professional in continuing education, some—and sometimes all—of your learning will happen in a virtual classroom. This book is your friendly guide to the fast-growing possibilities of this world, from choosing the right course and mastering the software to polishing up your online communication and study skills. Whatever you want from your study experience—school success, professional development, or just pursuing your passion—this is your road map to online educational success! Inside... Find the right course for you Prep successfully for classes Manage time online Apply for study funding Transfer credits Master the software Get the right hardware Develop online etiquette

Raymond Noe's Employee Training and Development

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sets the standard in this course area. First introduced in 1998, ETD became the market-defining text within 6 months of publication. Its popularity is due to its lively writing style and relevant examples of the most up-to-date developments in training, research and practice, including the strategic role of training and the use of new technologies in training. Employee Training and Development strikes a balance between research and real company practices. It provides students with a solid background in the fundamentals of training and development such as needs assessment, transfer of training, learning environment design, methods, and evaluation. To help students better understand the relationship between the main elements of the book, the book is now organized into five different parts. Part I focuses on the context for training and development and includes a chapter devoted to strategic training. Part II includes coverage related to the fundamentals of designing training programs. Chapters in Part II focus on needs assessment, learning theories and program design, transfer of training, and training evaluation. Part III focuses on training and development methods and includes chapters devoted to traditional training methods, e-learning and the use of technology in training, employee development, and special issues in employee development, such as managing diversity, succession planning, and cross-cultural preparation. Chapters in Part IV cover career issues and how companies manage careers, as well as challenges in career management, such as dealing with work-life conflict, retirement, and socialization. Finally, Part V provides a look at the future

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of training and development.

One of Mark Cuban's top reads for better understanding A.I. (inc.com, 2021) Your comprehensive entry-level guide to machine learning While machine learning expertise doesn't quite mean you can create your own Turing Test-proof android—as in the movie *Ex Machina*—it is a form of artificial intelligence and one of the most exciting technological means of identifying opportunities and solving problems fast and on a large scale. Anyone who masters the principles of machine learning is mastering a big part of our tech future and opening up incredible new directions in careers that include fraud detection, optimizing search results, serving real-time ads, credit-scoring, building accurate and sophisticated pricing models—and way, way more. Unlike most machine learning books, the fully updated 2nd Edition of *Machine Learning For Dummies* doesn't assume you have years of experience using programming languages such as Python (R source is also included in a downloadable form with comments and explanations), but lets you in on the ground floor, covering the entry-level materials that will get you up and running building models you need to perform practical tasks. It takes a look at the underlying—and fascinating—math principles that power machine learning but also shows that you don't need to be a math whiz to build fun new tools and apply them to your work and study. Understand the history of AI and machine learning Work with Python 3.8 and TensorFlow 2.x (and R as a download) Build and test your own models Use the latest datasets, rather than the worn out data found in other books Apply machine

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learning to real problems Whether you want to learn for college or to enhance your business or career performance, this friendly beginner's guide is your best introduction to machine learning, allowing you to become quickly confident using this amazing and fast-developing technology that's impacting lives for the better all over the world.

Become a machine learning pro! Google TensorFlow has become the darling of financial firms and research organizations, but the technology can be intimidating and the learning curve is steep. Luckily, TensorFlow For Dummies is here to offer you a friendly, easy-to-follow book on the subject. Inside, you'll find out how to write applications with TensorFlow, while also grasping the concepts underlying machine learning—all without ever losing your cool! Machine learning has become ubiquitous in modern society, and its applications include language translation, robotics, handwriting analysis, financial prediction, and image recognition. TensorFlow is Google's preeminent toolset for machine learning, and this hands-on guide makes it easy to understand, even for those without a background in artificial intelligence.

Install TensorFlow on your computer
Learn the fundamentals of statistical regression and neural networks
Visualize the machine learning process with TensorBoard
Perform image recognition with convolutional neural networks (CNNs)
Analyze sequential data with recurrent neural networks (RNNs)
Execute TensorFlow on mobile devices and the Google Cloud Platform (GCP)
If you're a manager or software developer looking to use TensorFlow for machine

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learning, this is the book you'll want to have close by. Organization development (OD) practitioners help companies manage change and align people, processes, and practices for success. This book offers information to gain an understanding of the tools, practices, and core skills of the OD practitioner. It is suitable for training managers wishing to add new knowledge and capabilities to their resume.

Your handy, authoritative guide to small business HR Packed with practical tips and advice on how to handle tricky people situations in the workplace, this friendly guide shows anyone without a ton of HR experience how to correctly—and legally—utilise HR practises within a small business. From hiring to firing, managing performance to leading change—and everything in between—HR For Small Business For Dummies ensures you and your organisation are prepared for whatever may come knocking on your human resource department's door. Written by a team of authors that runs PlusHR—an organisation that provides outsourced HR services to small- and medium-sized companies—HR For Small Business For Dummies offers a thorough and accessible understanding of what HR is, how it works and what key UK legislation you need to know to resolve issued HR problems. Throughout the book, the emphasis is on communication and how you may need to tweak your strategy as your business grows,

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while special attention is given to how an owner's personal style of leadership and management impacts everyone within a company. Build a recruitment strategy and establish successful HR practises Understand your legal and financial responsibilities as an employer Minimise your growing or shrinking pains—for you and your people Avoid the pitfalls of discrimination, bullying and unfair dismissal If you're an SME owner, director or practitioner who needs to know more about HR issues and how to best resolve them, HR For Small Business For Dummies cuts through the clutter and offers practical, day-to-day guidance on running an effective HR department.

Raymond Noe's™ Employee Training and Development sets the standard in this course area. Its popularity is due to the lively writing style and inspiring examples of the most up-to-date developments in training, research and in practice, including the strategic role of training and the use of new technologies in training. Employee Training and Development strikes a balance between research and real company practices. It provides students with a solid background in the fundamentals of training and development including needs assessment, transfer of training, designing a learning environment, methods, and evaluation.

Android Application Development For Dummies All-In-One, 3rd Edition gathers six Android For

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Dummies mini-books into one friendly guide. You'll go from Android newbie all the way to confident programmer and learn to develop apps for the world's largest smart phone market. Kotlin experts Barry Burd and John Paul Mueller introduce you to Android programming from start to finish! Like all For Dummies books, this guide is written with clear explanations and careful organization, so non-technical readers and experienced programmers alike can get up to speed quickly. This new edition covers the latest features and enhancements to the Android platform. Learn how to develop apps for all sorts of devices including: your smartphone, tablet, wearables, TV, auto, and Internet of Things (IoT) like your refrigerator Discover the new Kotlin programming language, which makes development easier Create apps even faster than before using the new techniques found in this book Develop apps for the largest smartphone market to reach the biggest possible audience This book focuses on Android 10, the newest and most flexible Android platform. Get started turning your app development dreams into reality today!

What makes a training course successful? What is the secret to conducting an effective and memorable training course? What makes a great trainer? Why some training courses are useful, motivating and educational while others are boring and forgettable? This book provides you with a comprehensive set of

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guidelines on all aspects of training. The methodologies, scenarios and exercises presented in this book will ensure that you, as a trainer, are equipped with all the tools and skills needed to deliver a great training course. At Skills Converged, we specialise in supporting the training community with our state-of-the-art training materials. Over the years we have delivered numerous courses and have received extensive feedback from trainers who have used our products all over the world. We know what makes a training course successful and what makes one fail. In this book, we share our most treasured findings and experiences with you. We want to help you become the best trainer you can be and in turn, train as many people as possible around the world. Research shows that one of the fastest ways to learn is through examples. This book contains a large number of examples, case studies, and important research in the field of adult education for you to employ. Whether you are teaching soft skills, management, IT, technical courses or arts and crafts, you can benefit from this book as the lessons are applicable to teach any topic. This Second Edition has been extensively expanded with several chapters and now includes the entirety of our highly praised Train the Trainer Self-Study Course. In this book you will learn: - How to get the most from your training courses - How to avoid barriers to learning - How to take advantage of principles of Accelerated

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Learning - How to conduct a Training Needs Analysis - How to present confidently How to avoid bad training delivery practices - How to plan your course - How to arrange the training environment optimally - How to keep the delegates constantly engaged - How to respond when you are being challenged - How to avoid poor statements that can hinder learning - How to take advantage of the power of story-telling - How to run training exercises to get the most from them

The easy way to prepare for basic training Each year, thousands of young Americans attempt to enlist in the U.S. Armed Services. A number of factors during a soldier's training could inhibit successful enlistment, including mental toughness and physical fitness levels. Basic Training For Dummies covers the ins and outs of this initial process, preparing you for the challenges you'll face before you head off for basic training.. You'll get detailed, week-by-week information on what to expect in basic training for each branch of service, such as physical training, discipline, classroom instruction, drill and ceremony, obstacle courses, simulated war games, self-defense, marksmanship, and other milestones. Tips and information on getting in shape to pass the Physical Fitness Test (PFT) All-important advice on what to pack for boot camp Other title by Powers: ASVAB For Dummies Premier, 3rd Edition, Veterans Benefits For

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Dummies Whether you join the Army, Air Force, Navy, Marine Corps, or the Coast Guard, Basic Training For Dummies prepares you for the challenge and will help you survive and thrive in boot camp!

Want to get ahead in the workplace? Learn new skills and increase your visibility as a leader in your company with the help of this practical, hands-on guide to professional development. --

Mastering the latest fitness craze-keeping your brain healthy at any age Judging from the worldwide popularity of the brain game, Nintendo DS, and such mind-bending puzzles as SuDoku and KenKen®, keeping one's mind as limber as an Olympic athlete is an international obsession. With forecasters predicting over a million people with dementia by 2025, today's young and senior population have a vested interest in keeping their grey matter in the pink for as long as possible. Training Your Brain For Dummies is an indispensable guide to every aspect of brain fitness-and keeping your mind as sharp, agile, and creative for as long as you can. Whether you want to hone your memory, manage stress and anxiety, or simply eat brain healthy food, this guide will help you build brain health into your everyday life. Includes verbal, numerical and memory games, brain games to play on the move, tips on the best day-to-day habits, and long-term mental fitness techniques Offers ten key brain training basics, tips

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on brain training through one's lifetime, and improving long- and short-term memory Includes advice on improving creativity, developing a positive mindset, and reaping the rewards of peace and quiet With tips on mind/body fitness, Training Your Brain For Dummies is a must-have guide for anyone, at any age, for keeping one's mind-and quality of life-in peak condition.

Your go-to guide on business analysis Business analysis refers to the set of tasks and activities that help companies determine their objectives for meeting certain opportunities or addressing challenges and then help them define solutions to meet those objectives. Those engaged in business analysis are charged with identifying the activities that enable the company to define the business problem or opportunity, define what the solutions looks like, and define how it should behave in the end. As a BA, you lay out the plans for the process ahead. Business Analysis For Dummies is the go to reference on how to make the complex topic of business analysis easy to understand. Whether you are new or have experience with business analysis, this book gives you the tools, techniques, tips and tricks to set your project's expectations and on the path to success. Offers guidance on how to make an impact in your organization by performing business analysis Shows you the tools and techniques to be an effective

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businessanalysis professional Provides a number of examples on how to perform businessanalysis regardless of your role If you're interested in learning about the tools and techniquesused by successful business analysis professionals, BusinessAnalysis For Dummies has you covered.

Coding For Dummies, (9781119293323) was previously published as Coding For Dummies, (9781118951309). While this version features a new Dummies cover and design, the content is the same as the prior release and should not be considered a new or updated product. Hands-on exercises help you learn to code like a pro No coding experience is required for Coding For Dummies, your one-stop guide to building a foundation of knowledge in writing computer code for web, application, and software development. It doesn't matter if you've dabbled in coding or never written a line of code, this book guides you through the basics. Using foundational web development languages like HTML, CSS, and JavaScript, it explains in plain English how coding works and why it's needed. Online exercises developed by Codecademy, a leading online code training site, help hone coding skills and demonstrate results as you practice. The site provides an environment where you can try out tutorials built into the text and see the actual output from your coding. You'll also gain access to end-of-chapter challenges to apply newly acquired skills to

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a less-defined assignment. So what are you waiting for? The current demand for workers with coding and computer science skills far exceeds the supply

Teaches the foundations of web development languages in an easy-to-understand format Offers unprecedented opportunities to practice basic coding languages Readers can access online hands-on exercises and end-of-chapter assessments that develop and test their new-found skills If you're a student looking for an introduction to the basic concepts of coding or a professional looking to add new skills, Coding For Dummies has you covered. Make your buddy a top dog for life, be your Best Friend's "Friend," by training together. Obedience training is one of the most important aspects of raising a dog. In fact, a well-trained dog is a FREE dog! Why? Because a trained dog requires fewer restrictions. The more reliable the dog, the more freedom he is given. Dog Training for Dummies shows dog owners how to select the right training method for their puppy, adult, or senior dog. Whether you want to teach Buddy to sit or master retrieving, this hands-on guide provides training to ensure a mutually respectful relationship with your four-legged family members. Eliminate unwanted behavior Find step-by-step instruction on basic commands Strengthen your bond with your dog Build communication, understanding, and mutual respect Based on positive reinforcement, trust, and

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obedience, the tips and tricks inside will help you bring out the very best in your beloved pet.

Align HR practices with your objectives and keep your company competitive. A company's ability to grow and stay on top of customer demand has always depended heavily on the quality of its people. Now, more than ever, businesses recognize that finding (and keeping) a highly skilled and motivated workforce is pivotal to success. Maybe you're a business owner and your company is growing, or you're an employee at a small- to midsize-company and management has asked you to take on some—or all—of their HR functions. Either way, knowing how to set up and implement successful HR practices (not to mention navigating the legal minefields in today's increasingly regulated environment) can be tricky. *Human Resources Kit For Dummies* is your one-stop resource for learning the nuts and bolts of HR. It gives you forms and templates that you can put to immediate and productive use. New information on anti-discrimination legislation; measuring performance; hiring, firing, and retaining employees; and training and development plans. The latest info on online and social media policies. Updated forms and contracts, from job application forms and sample employee policies to performance appraisals and benefit plan worksheets. If you're currently working in Human Resources or are responsible for employees in your business, the

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tools presented here help you maximize the effectiveness of your own HR program.

Publish, market, and sell your own e-book Although creating an e-book seems fairly straightforward, it is not. You need to select and create a variety of formats that will be read on a variety of e-reader devices--and market and sell your book in a variety of ways. Before you take the plunge, get this practical guide. With clear instruction and sensible advice, it will help you navigate the often confusing, time-consuming, and costly world of self-publishing an e-book. The book gives you solid marketing tips for selling your e-book, including using blogging and social media and how to build an online platform. It also discusses key technologies you'll encounter, including Smashwords, iBooks Author, Amazon, Microsoft Word, Open Office, Calibre, WordPress, E-junkie, and others. Helps readers navigate the confusing, time-consuming, and often costly world of self-publishing an e-book Provides both technical how-tos as well solid marketing advice on how to sell your e-book using Facebook, Twitter, Goodreads, and other social media sites Covers essential technologies, such as Smashwords, iBooks Author, Amazon, Microsoft Word, Open Office, Calibre, WordPress, and E-junkie Explores e-book devices, including Kindle, Kobo, Sony Reader, Nook, iPad, and other tablets Delves into the nitty-gritty of e-book formats Before you self-publish your e-book, start

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Use scrum in all aspects of life Scrum is an agile project management framework that allows for flexibility and collaboration to be a part of your workflow. Primarily used by software developers, scrum can be used across many job functions and industries. Scrum can also be used in your personal life to help you plan for retirement, a trip, or even a wedding or other big event. Scrum provides a small set of rules that create just enough structure for teams to be able to focus their innovation on solving what might otherwise be an insurmountable challenge. Scrum For Dummies shows you how to assemble a scrum taskforce and use it to implement this popular Agile methodology to make projects in your professional and personal life run more smoothly—from start to finish. Discover what scrum offers project and product teams Integrate scrum into your agile project management strategy Plan your retirement or a family reunion using scrum Prioritize for releases with sprints No matter your career path or job title, the principles of scrum are designed to make your life easier. Why not give it a try?

Your guide to the functional programming paradigm Functional programming mainly sees use in math computations, including those used in Artificial Intelligence and gaming. This programming paradigm makes algorithms used for math calculations easier to understand and provides a

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concise method of coding algorithms by people who aren't developers. Current books on the market have a significant learning curve because they're written for developers, by developers—until now. Functional Programming for Dummies explores the differences between the pure (as represented by the Haskell language) and impure (as represented by the Python language) approaches to functional programming for readers just like you. The pure approach is best suited to researchers who have no desire to create production code but do need to test algorithms fully and demonstrate their usefulness to peers. The impure approach is best suited to production environments because it's possible to mix coding paradigms in a single application to produce a result more quickly. Functional Programming For Dummies uses this two-pronged approach to give you an all-in-one approach to a coding methodology that can otherwise be hard to grasp. Learn pure and impure when it comes to coding Dive into the processes that most functional programmers use to derive, analyze and prove the worth of algorithms Benefit from examples that are provided in both Python and Haskell Glean the expertise of an expert author who has written some of the market-leading programming books to date If you're ready to massage data to understand how things work in new ways, you've come to the right place!

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