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IT Consulting Essentials: A Professional Handbook

Provides quick reference information on administering, interpreting, and scoring the most frequently used career assessment tests.

In our current economic conditions, job hunters are struggling to attain the 'perfect' job. The Internet has made job hunting easier, but has made getting the job actually harder. It's so easy to apply for jobs today that employers are overwhelmed, often receiving thousands of applications per job opening. Somehow, you have to make sure your application rises to the top of this pile. How? Through your résumé - it's the single most powerful

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marketing tool you have to showcase your skills and accomplishments. That's what this book is all about. It shows you how to create the best résumé for you and the job you are applying for. There are chapters on the different résumé formats and how to choose the appropriate one for your situation. There's a chapter showing you what belongs in each section of the resume and there's even a chapter on how to showcase your skills in the most powerful way. There is a section on mistakes to avoid and tips for dealing with any problematic areas. Underqualified? Overqualified? Each of these issues and many more are addressed in this book, as is a rarely discussed security issue from posting your resume all over the Internet. There is also a chapter on the power of words that will help you to maximize

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your writing to make your résumé the most powerful selling tool possible. Even better all this information is presented in a straightforward style that makes this book easy to read and the instructions even easier to follow. Isn't it time you seek out the next step in your life? This books has been recently revised and released on April 18, 2012.

"Building Successful Partner Channels" is a book laying out the roadmap for achieving global market leadership through independent channel partners in the software industry. When Microsoft acquired Navision in 2002 there is no doubt that the price they paid was heavily influenced by the value of our channel partner eco-system. I can think of no one better suited than Hans Peter to write a book with the title Building

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Successful Partner Channels. Preben Damgaard, Co-founder and CEO of Navision Predictable growth and market leadership through independent channel partners are on every software industry CEO and sales executives' mind. However, it is rarely achieved. With "Building Successful Partner Channels" Hans Peter Bech provides a great tactical approach toward reaching this goal. Torulf Nilsson, Product Executive, Visma Retail, Oslo, Norway Hans Peter Bech has been at the forefront developing indirect channels in the software industry for more than three decades and his track record is impressive. I'd highly recommend this book to anyone searching for the route to global market leadership in the software industry. Yusuf Soner, School of Management at the Sabanci

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University, Istanbul, Turkey Building Successful Partner Channels provides a powerful, practical approach to building a strong network of independent channel partners, so as to optimize sales and marketing activities. The book helps senior sales and marketing executives understand how to work in concert to achieve global market leadership through the indirect-channel approach. Toke Kruse, Founder and CEO at Billy, San Francisco, USA

How do you become a world-class consultant?

Essentials of Practice Management in Dermatology & Plastic Surgery

Essentials of Software Engineering

Management Consultancy

In the Software Industry

The Essentials of Knowledge

Management

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Allow me the opportunity to present you the 2020 edition of Certified Internal Auditor (CIA) Part 1 Essentials of Internal Auditing study book. The features of the CIA study material are:

- All the essential and relevant principles, concepts, and topics that are tested in the CIA exams are covered in 221 Study Points.
- All the applicable Institute of Internal Auditors (IIA) standards, implementation guides, and practice Guides are adequately covered.
- Contains the 101 True / False Questions to reinforce all the CIA preparation.
- CIA course is adequately covered in the

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study book. This CIA preparation guide will enable the candidates to study independently, achieve excellency, and enjoy learning. After studying from this CIA training material, the candidates can solve the CIA test bank of any Publisher. CIA training videos are live on the Zain Academy YouTube channel. Gives practical advice on caring for family members who can no longer care for themselves
A pioneering local textbook covering curriculum requirements for Complementary and Alternative Medicine (CAM) students. Legal, ethical, and professional practice issues are

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essential curriculum components of all Complementary and Alternative Medicine courses. Statutory bodies, professional associations, educational institutions and accreditation authorities require the incorporation of such content into CAM study. This has created the need for a definitive guide written specifically for Australian students according to CAM curriculum requirements. Essentials of Law, Ethics and Professional Issues for CAM is the only local textbook which deals comprehensively with legal, ethical and professional practice issues for

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Complementary and Alternative Medicine (CAM) students. This timely medical text takes a multidisciplinary approach, and is written by authors who are both academics and practitioners, with contributing authors for individual CAM modalities.

Essentials of Law, Ethics and Professional Issues for CAM is ideal for students, trainees and even practitioners in various modalities, including naturopathy, traditional Chinese medicine, massage, osteopathy, chiropractic and western herbal medicine. presents a combined solution for professional practice courses which cover legal,

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ethical and professional practice considerations is the only local book to address these issues for modalities considered by COAG for regulation and registration designed to meet the needs of CAM students at Diploma, Bachelor and Coursework Masters levels case studies, alert boxes, tips and explanations contained throughout includes integrative practice considerations

‘ I have never seen such a book about management consulting before: this sets a new standard. This book is extremely thorough and addresses all of the relevant topics. ’ - Sander van 't

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Noordende, Group Chief Executive Products Operating Group, Accenture Whether you are looking to build on your management studies or experience of working in business, you are likely to have come across management consultancy and will need a clear and concise introduction to this area to help you understand its practices and techniques in order to hire and implement management consultancy in the future. This text provides you with these essentials for success in your studies and later industries when working with and not just for consultancy firms.

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The text is built around learning objectives to empower your understanding of the 'what', 'how', 'when' and 'why' at macro and micro levels of management consultancy and its stakeholders, and provides you with engaging real life examples and extra web materials for study. As well as full courses on management consultancy, this text will be invaluable to your management knowledge and skill-set across strategy, change, analytics, problem-solving, solution implementation and decision-making as applied by the world's top management consulting firms, such as McKinsey &

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questions Discussion forum

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Student resources Templates for
developing logical structures

Web resources Consultancy
publications Consultancy web
site, career page Job application
preparation services

Consultancy institutions

Career Essentials: The Resume

Essentials of Nanotechnology

Step by Step Guide to Startup a
Consulting Business

How to Get Your Dream Job in
IT Consulting

Crystal Reports 9 Essentials

**Bowman/Kearney's STATE
AND LOCAL GOVERNMENT,
THE ESSENTIALS, SIXTH
EDITION takes a positive
look at state and local**

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government, in a shorter and more streamlined approach than its full-length counterpart (State and Local Government 9781435462687). It espouses clearly and succinctly that government can be a force for good in society, while addressing critics simultaneously. Through engaging coverage of current events and an accessible writing style, the text fosters interest and involvement in state and local politics, policy, and public service. Important Notice: Media content referenced within the

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product description or the product text may not be available in the ebook version.

Consultants are playing an increasingly important role in the challenging world of nonprofits. Yet despite the demand for consulting services, nonprofit professionals often lack the necessary insight into how best to choose and work with a consultant.

Nonprofit Consulting Essentials is a vital resource both for nonprofit leaders selecting and working with a consultant to guarantee the best use

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of their agency's resources, as well as consultants seeking a clear understanding of the more subtle dynamics that define a successful consulting practice working with social sector organizations. Drawing on Penelope Cagney's years of experience as a top-level nonprofit consultant, Nonprofit Consulting Essentials is filled with keen insights and in-depth interviews with the founders and leaders of influential consulting firms. Throughout the book, Cagney outlines a number

of concrete consulting strategies that can serve as additional tools for managers seeking to resolve complex organizational development issues. Nonprofit Consulting Essentials also offers recommendations to nonprofit leaders and consultants to make their relationship the best it can be. Once a solid alliance is formed, they can tackle complex organizational challenges together, such as fundraising and marketing, governance and management, and organizational

development. Cagney explores what it takes to make the consulting experience a success and covers vital topics such as: the key differences between consulting with nonprofits versus for-profit organizations, the primary areas of nonprofit consultation, making the consulting relationship work, the special ethical considerations of consulting in the sector, and understanding emerging trends in consulting. Nonprofit Consulting Essentials reviews the best practices

and thinking in the nonprofit consulting practice, providing leaders and consultants a way to ensure a robust organization in the future. The consulting bible for setting up a world-class consulting business positioned for success from the get-go. Ordinarily, the consulting market is competitive, for a new consulting business, it is ultra-competitive; because to successfully break into a consulting niche market, you need to go against already established consulting businesses. This

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task will be unduly difficult/impossible without the right information on how to setup and run an IT consulting business in the manner established businesses do for profit. Step-by-step guide to setting up an IT consulting business provides a hand-held guide to setting up an IT consulting business that will be instantly seen as professional and business ready. This book discusses the pertinent topics, IT consulting essentials, that IT professionals considering to start a business need to think about, from choosing

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a business name to incorporation, registering a new company, hiring a registered agent, selecting a business location, choosing from the various communication options, getting insurance, business presentation, and many more topics. Step-by-step guide to setting up an IT consulting business comprehensively discusses these topics and directs readers in the right directions to investigate essential subjects in greater depth. This book is an invaluable resource for any beginning IT consultant

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that wants to start a consulting business set for the highest possible returns in little time. This book reviews the field of Knowledge Management, taking a holistic approach that includes both "soft" and "hard" aspects. It provides a broad perspective on the field, rather than one based on a single viewpoints from Computer Science or Organizational Learning, offering a comprehensive and integrated conception of Knowledge Management. The chapters represent the best Knowledge

Management articles published in the 21st century in Knowledge Management Research & Practice and the European Journal of Information Systems, with contributors including Ikujiro Nonaka, Frada Burstein, and David Schwartz. Most of the chapters contribute significantly to practise as well as theory. The OR Essentials series presents a unique cross-section of high quality research work fundamental to understanding contemporary issues and research across a range of

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topics. It brings together
some of the best research
papers from the highly
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Government: The Essentials
Essentials of Pharmacology
for Nurses, 4e**

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Analysis Consulting
Business Transformation
Essentials**

Written by trainers and
consultants, Crystal Reports 9
Essentials guides you step by

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step through the process of creating your own reports with this latest version. Begin with the basics of conceptualizing your report. Then move on to advanced topics, including creating custom functions, adding charts, and publishing Crystal Reports to the Web. The final chapter includes tips for report development projects designed to help you understand the design process and come up with an appropriate strategy to meet your reporting needs. This book has it all! It's three books in one. The print copy is over 375 pages. This compilation includes the three

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Career Essential books - The Resume, The Cover Letter, The Interview. Learn everything you need to know right from creating a dynamite resume, a compelling cover letter to great interview techniques that will help you nail your interview. All three books are available separately and now they are available in one package. If you are job hunting, looking at changing your career, or even considering what options you have, this book will help you to gain clarity to make your move - regardless of what it is. There's no need to wait. Learn everything you need to know to

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get through the process and find the right job for you.

Transformation programs are a common feature of global companies carrying out major strategic change projects. These programs combine business and technical expertise to bring together management and information systems. Managers rate firms' transformation competencies relatively poorly, and the success rate of such endeavours is correspondingly low. Using a variety of case studies including: Allianz SE, Shell, SAP, Vodafone, and Mercedes-Benz, this book provides unprecedented insights

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into characteristics of current transformation programs and the potential that can be leveraged by applying a holistic transformation management approach.

Family–professional partnerships are essential to early intervention practice (birth–age 3). However, building and sustaining these partnerships is complex work. This book is about digging deeper and looking closer at what it takes to have successful relationships with each and every family. The authors explore seven partnership concepts, brought to life through

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the words and perspectives of families and professionals themselves. New and veteran professionals can use the lessons learned from these accounts to more effectively work with families. Each chapter ends with Questions for Daily Reflection to help early intervention professionals continue to develop their practice. The final chapter describes themes that result from and span the seven concepts as well as the systems needed to support successful family–professional partnerships. Book Features: Provides a set of concrete practices for partnering with

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families. Presents authentic voices of families and professionals in action.

Promotes enhanced reflection as readers apply the lessons learned to their work.

Recognizes and highlights the individual nature of each family–professional partnership. Includes tools to help plan, implement, and evaluate the use of the practices described. “ Provides a valuable resource to help improve the outcomes of early intervention for all children and families. ”

—From the Foreword by
Philippa Campbell, Thomas
Jefferson University “ This

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outstanding and thoughtful collection will help current and future professionals grasp the knowledge and skills needed to engage in successful relationships with families. ”

—Patricia M. Blasco, The Research Institute at Western Oregon University “ Dr. Bonnie Keilty is a trailblazer in the field. This authentic collection of examples will help all current and future professionals. ”

—Darla Gundler, Massachusetts parent leader and consultant
Managing Technology

The Essentials

CIA Part 1 Essentials of Internal Auditing 2020

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Consulting For Dummies

Essentials of Law for Medical
Practitioners

An accessible beginner's guide to the fundamentals of audit and assurance Audit and assurance is a basic and vital aspect of the financial world and a key element of all professional accountancy programs. Whereas professional training on the topic frequently immerses students in too much detail while glossing the basics, this book begins with the fundamentals and expands to cover the details in a more measured way. With practical examples and end-of-chapter examples, External Audit and Assurance Essentials breaks down a difficult and

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challenging field of professional accounting. HR (human resources) finance and budgeting concepts (interpreting financial statements, reporting human capital, time value of money, business valuation concepts, etc.) are featured.

Essentials of Forensic Medicine and Toxicology is an abridged version of the Textbook of Forensic Medicine and Toxicology. The book comprises chapters on thanatology, deaths from other causes, forensic psychiatry, forensic science, corrosive poisons, irritant poisons, and poisons acting on the brain and spinal cord. In addition, the book consists of several diagrams and

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illustrations to help understand the concepts better. This book is essential for forensic scientists. "Nonprofit Essentials: Managing Technology is a comprehensive work. Suitable for any size organization, the book is distinguished by its focus on 'the human factor' along with volumes of technology information. It should prove to be an invaluable resource for administrators, volunteers, and trustees who must ensure their organization's effective use of technology." --Richard F. Hobson, President Hobson Renaissance Solutions LLC

Strategies and Tips for Going It Alone

Case Studies and Articles

Audit and Assurance Essentials

**APC Essentials of Forensic
Medicine and Toxicology
Essentials of Career Interest
Assessment**

The Practice of Professional Coaching Change is the life-blood of consulting just as organizations endure only through successful change. The reality of this mutual need lies at the heart of what consulting is all about. Consultants solve problems created by the powerful forces of change in an organization's environment and in so doing, create change themselves. The Practice of Professional Consulting is a comprehensive examination of what has been called "the

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world's newest profession." In this practical resource Edward Verlander offers an overview of the industry and includes the most useful processes, tools, and skills used by successful consultants to produce solutions for their clients. The book also reveals why consulting is a growing and attractive career option. The best practices used by leading consulting firms are included in the book as well as the capabilities skillful consultant use in each stage of engagement. Verlander also recommends ways to ensure a consultant can solve a client's problems in a systematic, professional

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way. At the very heart of the book is the emphasis he puts on what is needed to become a truly trusted consultant. Filled with a wealth of must-have information from a wide range of consulting professionals, the book includes: a model of the consulting cycle; a diagnostic instrument for assessing consulting roles; ideas of how to develop political intelligence to navigate client organizations; tools for managing consulting meetings, risk assessment, and skills transfer; techniques in communications, emotional

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intelligence, presentations, and listening; and much more. Written for anyone wishing to start a consulting business, new employees at established consulting firms, facilitators of consulting training programs, and faculty at business schools, this important resource provides an easy way to understand the stages, roles, and tasks of consulting found in any type of consulting and it provides simple and easy-to-use techniques and templates for implementation.

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practical guide to the use of tele-assessments in psychological testing from two leading voices in psychology. Essentials of Psychological Tele-Assessment delivers a primer on the current state of professional knowledge related to psychological tele-assessment, ranging from the ethical and empirical considerations to the practical applications of tele-assessment procedures. The overarching framework encourages the balancing of the limitations of the current state of the research literature with the very real needs for assessment services to

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continue, even when in-person procedures are not feasible. This book includes discussion on a broad range of tests and measures, with information related to both the state of the empirical support for tele-tests and measures, with information related to both the state of the empirical support for tele-assessment utilizing them and the practical 'how-to' for administering, scoring and interpreting data that emerge from them. Additionally, frameworks for integrating the data that emerge from tele-assessment procedures are discussed. The book is applicable to those transitioning to tele-

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assessment practice and those training in a wide variety of training programs. Readers will also benefit from the inclusion of:

- Practical checklists and information about specific tests must be adapted to the realities of the tele-health environment.
- Information about how the results of tests should be interpreted differently to account for the tele-health environment.
- Case examples and studies to illustrate many of the challenges of working in tele-assessment
- Guidance on how to balance the limitations of the state of the empirical literature on the validity of tele-

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assessment with the real-world needs of clients. Perfect for psychologists and trainees in a variety of health services, including clinical, counseling, school and forensic psychology, *Essentials of Psychological Tele-Assessment* will also earn a place in the libraries of anyone utilizing or training in cognitive, developmental, neuropsychological, psychoanalytic, psychodynamic, and interpersonal models of psychological assessment. Intended for a one-semester, introductory course, *Essentials of Software Engineering* is a user-

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friendly, comprehensive introduction to the core fundamental topics and methodologies of software development. The authors, building off their 25 years of experience, present the complete life cycle of a software system, from inception to release and through support. The text is broken into six distinct sections, covering programming concepts, system analysis and design, principles of software engineering, development and support processes, methodologies, and product management. Presenting topics emphasized by the IEEE Computer Society

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sponsored Software Engineering Body of Knowledge (SWEBOK) and by the Software Engineering 2004 Curriculum Guidelines for Undergraduate Degree Programs in Software Engineering, Essentials of Software Engineering is the ideal text for students entering the world of software development.

A Family Guide to Caring for Persons with Alzheimer Disease, Related Dementing Illnesses, and Memory Loss in Later Life

A Professional Handbook
Essentials of Law, Ethics,
and Professional Issues in
CAM - E-Book

For Professional Accountancy

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Transforming Value and
Efficiency

Developed by the National Strength and Conditioning Association (NSCA) and now in its fourth edition, Essentials of Strength Training and Conditioning is the essential text for strength and conditioning professionals and students. This comprehensive resource, created by 30 expert contributors in the field, explains the key theories, concepts, and scientific principles of strength training and conditioning as well as

their direct application to athletic competition and performance. The scope and content of Essentials of Strength Training and Conditioning, Fourth Edition With HKPropel Access, have been updated to convey the knowledge, skills, and abilities required of a strength and conditioning professional and to address the latest information found on the Certified Strength and Conditioning Specialist (CSCS) exam. The evidence-based approach and unbeatable accuracy of the text make it the primary

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resource to rely on for CSCS exam preparation. The text is organized to lead readers from theory to program design and practical strategies for administration and management of strength and conditioning facilities. The fourth edition contains the most current research and applications and several new features: Online videos featuring 21 resistance training exercises demonstrate proper exercise form for classroom and practical use. Updated research—specifically in the

areas of high-intensity interval training, overtraining, agility and change of direction, nutrition for health and performance, and periodization—helps readers better understand these popular trends in the industry. A new chapter with instructions and photos presents techniques for exercises using alternative modes and nontraditional implements. Ten additional tests, including those for maximum strength, power, and aerobic capacity, along with new flexibility

exercises, resistance training exercises, plyometric exercises, and speed and agility drills help professionals design programs that reflect current guidelines. Key points, chapter objectives, and learning aids including key terms and self-study questions provide a structure to help students and professionals conceptualize the information and reinforce fundamental facts. Application sidebars provide practical application of scientific concepts that can be used

by strength and conditioning specialists in real-world settings, making the information immediately relatable and usable. Online learning tools delivered through HKPropel provide students with 11 downloadable lab activities for practice and retention of information. Further, both students and professionals will benefit from the online videos of 21 foundational exercises that provide visual instruction and reinforce proper technique. Essentials of Strength Training and Conditioning,

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Fourth Edition, provides the most comprehensive information on organization and administration of facilities, testing and evaluation, exercise techniques, training adaptations, program design, and structure and function of body systems. Its scope, precision, and dependability make it the essential preparation text for the CSCS exam as well as a definitive reference for strength and conditioning professionals to consult in their everyday practice. Note: A code for accessing HKPropel is not included

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with this ebook but may be purchased separately. Jumpstart your IT job search and land your dream job while your peers are still "freshening up" their resumes! Proven techniques to land your dream job as a high-paid IT consultant-you don't want to miss these, if you are serious about a career in IT! Answers to IT consulting career questions most people fail to ask; actionable advice and real-life stories from seasoned IT consultants! As a fresh graduate looking for your first job, if you just do what almost everybody else is

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doing...you will land a hellhole job with lousy pay, long hours, nasty coworkers, and exclusively clients from hell (because you thought it was your only option to go forward in your career). If you are serious and can apply simple instructions, this book can help you become a high-paid IT consultant in your dream job by the end of the month! If you already have your first or second job in the field of IT, or even have 20 years of work experience, this book will tell you what a great option a career in IT consulting

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can be. With this book, you can find out why your current job is not satisfying your career aspirations and turn your career around for the better! Containing lessons from a PhD with 12 years of experience and 15 000 billable hours from Accenture and Coala, this is the book movers and shakers in the IT industry are talking about. Recommended by university professors, last-year students, as well as seasoned consultants. Even my mom says you have to read this book or you have to answer to her! By

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reading this book, you will learn What your college professor didn't tell you about the consulting business The Pro's and Con's of a career in technology consulting What other options do you have besides working for one of the global consulting giants such as Accenture, Capgemini, Deloitte, Ernst & Young (EY), KPMG, or PricewaterhouseCoopers (PwC) The must-have characteristics to succeed in IT consulting (if you don't have these, you are doomed to FAIL!) How to find your money-making

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niche in IT consulting How to get the best results with the least possible effort in your job search Best ways to prepare for the job interview in 30 minutes or less What questions to ask in the interview to avoid nasty surprises when you are selected Hear what others are saying: ★★★★★ "The book gives a strong and realistic description of IT consultancy. Thus, every IT student should read the book before they graduate as it will increase their probability of landing a dream job." Samuli Pekkola, Professor, PhD, in

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Information Systems

Sciences, Tampere

University ★★★★★ "The

**book gives insight into
technology consulting and
provides great tips for job
search. I believe it will be
very valuable when I start
looking for a position in IT.**

**The section on how to
stand out as a candidate
for a job was an**

eyeopener." Saku Sikiö,

Information Systems

Student, University of

Jyväskylä ★★★★★ "This is

**the book I would have
needed on the verge of
graduation!" Teijo**

Kelander, MSc, Quality

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Consultant and Agile Coach

★★★★★ **"If you are serious about IT consultancy as a profession, this book is a must-read! As a recruiter, I would prefer that**

applicants would better understand what this is all about." Petteri Laamanen, MSc, CEO & Founder, Coala

★★★★★ **"This book gave me valuable insights into the IT consultant's working life, making it easier to consider the pros and cons in relation to my own**

values and goals." Janita Kingelin, MSc, Marketing Manager, SoulCore ★ If you want great results in your

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technology consultant job search, get this book right now! ★

Innovating Professional Services provides a practical and detailed guide for change agents and leaders who are seeking to transform their firm's performance through innovation. Alastair Ross draws heavily on his 10 years of applying best practice techniques that created measurable improvements for leading law, business service and consulting firms. Multiple case studies are used to help demonstrate the

opportunities - and challenges - of driving major improvement through innovation. Read this book to see how it is possible to increase client value and reduce cost. Management Consultancy provides a comprehensive introduction to the consulting industry. The text uses theory as a basis for critical discussion, ensuring students understand both the theory and its limitations. The authors' engaging writing style is combined with a wealth of real-world practical examples, putting

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theory into context.

**IT Consulting Essentials
Career Essentials: 3 in 1
Technology Consultant Fast
Track**

**Essentials of Strength
Training and Conditioning
Essentials of
Macroeconomics**

This ideal starter text for student nurses in pharmacology is now into its 4th edition. It makes pharmacology less intimidating by focusing on the knowledge needed at pre-registration level in order to safely and competently practice as a newly qualified nurse. Praised for its helpful layout and jargon-free language,

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this updated edition introduces pharmacology in a friendly, informative way, without assuming previous knowledge or a level of confidence in numeracy. This new edition has been carefully expanded to include new chapters on cardiovascular pharmacology and chemotherapy in cancer nursing. There are more details on drugs used in chronic and long-term conditions applied to nursing competencies and standards. It incorporates the new 2018 NMC standards for nursing education and links to practice guidelines. Additional case scenarios have been added

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spanning all areas of practice and include adult, elderly care, child, mental health and learning disability applications. This allows nurses to apply their knowledge to a range of different people with varying and complex needs to enhance their application to practice. The book contains:

- 120 calculations and 130 multiple choice questions to assist you in assessing your learning as you work through each chapter*
- Clinical tips boxes linking pharmacology to nursing practice*
- 50 person centred case scenarios across a range of practice settings*
- References to key standards and guidelines*

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"The book also emphasises the application of the principles of pharmacology to all areas of practice and includes; drug action, drug interactions, side effects and adverse reactions. It is useful for all pre-registration students and those on post qualifying or continuing professional development courses where pharmacology is a component. Overall, this book is an excellent resource for healthcare students that will support their learning throughout their training and beyond. It covers fundamental concepts of how the major classes of medications exert their

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therapeutic effect, but also how side effects and adverse reactions can occur. Chapters on legal aspects of medication administration and drug calculations enhance this usefulness of this book – all of which are supported by example questions, calculations and clinical ‘tips’. This book has been fully updated to reflect the 2018 NMC standards and as such provides a one-stop shop for any students studying safe administration of medications." Dr Andy Powell, Physiology Lead for Nursing Birmingham City University "The outlay of the chapters is easily navigated and

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*the level of the knowledge that the book starts at is at a basic level enough for any student nurse from year 1-3 to start with and builds in complexity. They are in lovely bite-size chunks that are easy to read and easily understood. The 10 MCQ's at the end of a chapter are a very useful method of chapter consolidation and the case studies further reinforce learning." Georgina Cox, Senior Lecturer in Adult Health Middlesex University
Deborah Robertson is a lecturer in nursing at the University of Salford. She teaches on the pre-registration nursing curriculum as well as being involved in post*

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qualifying and post graduate education. She is also author of Essentials of Medicines Management for Mental Health Nurses. Paul Barber was a Senior Lecturer at the University of Chester. He is co-author of Further Essentials of Pharmacology for Nurses (2012) and contributor and editor of Medicines Management for Nurses: Case Book (2013), all Open University Press. He is now retired.

Fully adapted for a UK audience by consultancy specialist, Philip Albon, this book is an essential guide for anyone considering making a career out of

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consulting. Offering practical advice on all aspects of setting-up and running a successful consulting business including; setting your fees, keeping track of time and money, building business with new clients, winning proposals and business networking, Consulting For Dummies is the easiest way to make a name for yourself and profit from your expertise.

*Sections will include: What's a Consultant?– Deciding to set up and finding a business direction
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Key Consulting Skills— Presenting a professional image, time-management and organisation, communication skills, writing reports and presentations, using technology

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Dummies will fully update readers on current e-marketing techniques and the current opportunities offered to those using the Internet to promote their business and build a client list. It will also be adapted to include core UK business and finance information, crucial for those setting up alone. Topics such as bookkeeping and basic accountancy have been added, plus content on UK tax and how government policies affect small businesses. This new edition incorporates updated currency systems in order to cater for the UK market.

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really want C. K. Prahalad and Gary Hamel on identifying the unique, integrated systems that support your strategy

IT Consulting Essentials is a compilation of example work products that Dave Faulise developed, refined, re-used, and shared with other consultants to help them help their clients. The book also includes numerous client stories that describe how Dave created and used many of these examples. As one of his clients describes it, this book is the "See Spot Run" version of how to create and operate an IT consulting practice.

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foundational principles and plunges into important issues in business. It explores questions such as: What is the nature of leadership? What is entrepreneurship? What can financial analysis reveal? How can big data and analytics be used? What strategies are available? Every chapter lists learning objectives allowing the reader to know what to expect. Emphasis boxes throughout the text summarize concepts and provide additional examples. The book assumes no math

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beyond algebra, but develops quantitative tools through seventy worked equations. Each chapter has a Terms and Concepts section for reference and review. Chapter appendices provide practical information on networking, negotiation, professional dress, consulting, employment, and challenging statistics. This easy-to-read medico-legal text assumes no prior legal practice knowledge or experience, making it ideal for those new to the medical industry. the content provides a brief overview of

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the law in several practice areas, allowing practitioners to locate key information quickly. Topical issues discussed in Essentials of Law for Medical Practitioners include privacy and confidentiality of patient information, medical negligence, fertility and reproductive technology, the laws regarding mental health issues and professional regulation and discipline. This volume in the Business Analysis Professional Development Series by renowned expert and best-selling author, Karl Wieggers,

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