

Training Manuals

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Introduction to Emergency Evacuation Jim Burtles KLJ, MMLJ, Hon FBCI, 2016-07-22 When it s not just a drill you need to get it right the first time If an emergency alert sounds are you ready to take charge and get everyone out of the office theatre classroom or store safely In Introduction to Emergency Evacuation Getting Everybody Out When it Counts Jim Burtles explains the practical basics of understanding your site planning escape routes and providing for people with special needs When minutes count you will be ready to take action From 30 years of working with organizations like yours Burtles knows the challenges you face He tells you what you need to know as you plan to evacuate people of all ages and health conditions whether it s from small offices skyscrapers stores industrial plants hospitals college campuses or other venues In this short book Burtles tells you how to Analyze the site identifying escape routes and assembly areas Select and train emergency response teams who will be ready to assist when needed Calculate the amount of time to allow to evacuate people from different locations using the author s own proven formula Anticipate the personal needs of people who have been suddenly evacuated from coats to transportation to medical assistance Learn the needs and limitations of people with disabilities creating personal evacuation plans for them Create signage that will be effective for anyone who will be in the area from workers to customers to visitors Communicate during the emergency Check and double check to make sure nobody is left behind Finally to save you time in your emergency planning Burtles ends the book ends with a bonus comprehensive Emergency Evacuation Checklist containing the essentials you need to make sure your plan covers everything you need

Start Your Own eLearning or Training Business The Staff of Entrepreneur Media, Ciree Linsenmann, Cheryl Kimball, 2015-09-08 Distance learning for both the education and industry is steadily growing creating a demand for eager entrepreneurs Teaching methods and tools now in popular use for virtual training are covered videos eBooks interactive software types college sponsored staff training for college instructors hardware camera video sound equipment online group forums online events choosing the right presentation style and linking to appropriate social media sites and networking presentations A range of industry examples will be given for accreditation certifications and credit adding training onto an existing business as side income how to sell media training tools how much to charge clients start up costs software types used the legal obligations around taxes business registration working from home and content confidentiality and growth planning and writing a business plan Relevant and fun call outs tip boxes industry stats an index and a rich appendix and glossary is provided An appendix offers resources in continued learning and rounded training for trainers industry organizations and trade groups books and eBooks videos websites successful online trainers and online education institutions consultants and certification organizations

ASSIP - Attempted Suicide Short Intervention Program Konrad Michel, Anja Gysin-Maillart, 2016-12-19 An innovative and highly effective brief therapy for suicidal patients a complete treatment Manual Attempted suicide is the main risk factor for suicide The Attempted Suicide Short Intervention Program

ASSIP described in this manual is an innovative brief therapy that has proven in published clinical trials to be highly effective in reducing the risk of further attempts ASSIP is the result of the authors extensive practical experience in the treatment of suicidal individuals The emphasis is on the therapeutic alliance with the suicidal patient based on an initial patient oriented narrative interview The four therapy sessions are followed by continuing contact with patients by means of regular letters This clearly structured manual starts with an overview of suicide and suicide prevention followed by a practical step by step description of this highly structured treatment It includes numerous checklists handouts and standardized letters for use by health professionals in various clinical settings

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Writing Theology Well 2nd Edition Lucretia B. Yaghjian,2015-09-24 A working guide for students conducting theological writing and research on theology and biblical studies courses this book integrates the disciplines of writing rhetoric and theology to provide a standard text for the teaching and mentoring of writing across the theological curriculum As a theological rhetoric it also encourages excellence in theological writing in the public domain by helping to equip students for their wider vocations as writers preachers and communicators in a variety of ministerial and professional contexts This 2nd Edition includes new chapters on Writing Theology in a New Language which explores the linguistic and cultural challenges of writing theology well in a non native language and Writing and Learning Theology in an Electronic Age addressed to distance learning students learning to write theology well from online courses and dealing with the technologies necessary to do so

Second Language Prosody and Computer Modeling Okim Kang,David O. Johnson,Alyssa Kermad,2021-09-13 This volume presents an interdisciplinary approach to the study of second language prosody and computer modeling It addresses the importance of prosody s role in communication bridging the gap between applied linguistics and computer science The book illustrates the growing importance of the relationship between automated speech recognition systems and language learning assessment in light of new technologies and showcases how the study of prosody in this context in particular can offer innovative insights into the computerized process of natural discourse The book offers detailed accounts of different methods of analysis and computer

models used and demonstrates how these models can be applied to L2 discourse analysis toward predicting real world language use Kang Johnson and Kermad also use these frameworks as a jumping off point from which to propose new models of second language prosody and future directions for prosodic computer modeling more generally Making the case for the use of naturalistic data for real world applications in empirical research this volume will foster interdisciplinary dialogues across students and researchers in applied linguistics speech communication speech science and computer engineering

The Definitive Personal Assistant & Secretarial Handbook Sue France,2015-08-03 Written by a former Times Crime PA of the Year this new edition of The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants PAs secretaries and executive assistants Administrative personnel in today's workplace hold an immense influence not only on their bosses performance but also on the running of the whole organisation This bestselling book is the only resource needed to excel in one's role as an assistant outshine bosses expectations and go up the ladder Placing special emphasis on career development and learning it provides help and advice on the skills necessary to progress in your career Along with a chapter to share with your boss for a more fruitful working relationship The Definitive Personal Assistant and Secretarial Handbook includes help with time management networking relationship management communication and confidence Now with a new chapter on how to use neuroscience tools to coach yourself through your weaknesses and primed behavioural traits it also contains even more practical help with minute taking telephone and mobile communication etiquette and presentation skills With free downloadable online resources to aid the day to day running of your office this comprehensive and accessible guide can help you keep your finger on the pulse and maintain your professional image Free downloadable online resources that include minute taking templates and a comprehensive management checklist

Population Neuroscience of Development and Aging Tomáš Paus,Stephanie Debette,Sudha Seshadri,2022-05-09

One for Me, Two for Me Brenda Robinson,2015-01-15 Anyone whos just starting out graduating moving out of your parents home for the first time or are transitioning from dependence on parents or others to independence will find this book valuable and insightful Its designed to help you develop the plans needed to achieve your dreams This book One for Me Two for Me A Practical Girls Guide to Saving Money Living Better and Thriving provides a framework for planning and developing personal and career goals dealing with change taking care of yourself and taking control of your finances The insights and tools are simple and easy to use and designed to be thought provoking and interactive with exercises designed to reinforce your understanding of who you are and what you want your life to be Included are practical insights and exercises to help you get to know yourself better identify your goals plan your next career move write your job description start or improve your investment savings strategy deal with and manage change and develop plans to address home and family issues

The Cooperative Extension Service Updated Inventory of Computer Programs J. Robert Strain,1984

Program Evaluation for Social Workers Richard M. Grinnell Jr,Peter A.

Gabor, Yvonne A. Unrau, 2015-10-19 Now in its seventh edition this comprehensive text once again provides beginning social work students and practitioners with a proven time tested approach to help them understand and appreciate how to use basic evaluation techniques within their individual cases case level and the programs where they work program level As with the previous six editions this text is eminently approachable accessible straightforward and most importantly practical

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