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This title provides a step-by-

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step guide to creating and implementing a successful project plan. It describes the various roles, techniques and responsibilities of planning a project.

Today's technological

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advances are directly affecting the success of business tomorrow. With recent-- and continual--improvements in technology, many organizations are finding their information systems obsolete,

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*and are having to take a close
look at their current
Information Systems and
answer some tough questions,
including: How well are our
current Information Systems
applications meeting the*

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business needs today? How well can they meet the needs of our business tomorrow? Are we obtaining true value from the investments made in Information Systems? Are we integrating the Information

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Systems projects that provide the most value to business? What Information Systems mission, objectives, and strategies are necessary to successfully meet the business challenges of the future? A

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*Practical Guide to Information
Systems Strategic Planning
helps take the "guess work"
out of evaluating current and
future Information Systems,
and provides the necessary
tools for maximizing the*

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*investment made in new
technology. This invaluable
guide shows readers how to
take advantage of the latest
technology available in
Information Systems planning,
and how to develop a solid*

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Information Systems plan that is directly linked to their business' goals. In an easy-to-follow, hands-on format, this complete reference describes a process for facilitating communication between

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business management and the Information Systems functions. Both Information Systems Executives and general business executives will find the information they need to develop a successful, value-

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*added Information Systems
plan. Readers will find a step-
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process of developing an
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helps them gain a competitive
edge well into the future.*

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Young children live in the here and now. If adults are to make a real difference to their learning they need to seize the moments when children first show curiosity, and support their next steps immediately.

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This book embraces the concept of planning "in the moment" and emphasises the critical role of the adult in promoting child-led learning, giving early years practitioners the confidence and insight to

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*work and plan in the moment,
and enabling the children in
their care to live, learn, play
and develop in the here and
now. Planning in the Moment
with Young Children maintains
a strong link to practice,*

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providing numerous examples of how practitioners can integrate spontaneous planning and rich adult-child interactions into their everyday practice and early years curricula. From timetabling to

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setting clear rules, creating enabling environments, keeping records and making use of a variety of materials, the book demonstrates the multitude of ways in which practitioners can encourage

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child autonomy and respond to the unique needs of each child. Examples from practice are rooted in theory, fully contextualised, and exemplified by original documentation sourced from

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*the author's own experiences
and from a wide variety of
settings. Key features include:
over 180 full colour
photographs to illustrate
practice; photocopiable pages
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documentation and activity sheets; advice on working with parents, individual children and groups; tailored guidance on working with children at different stages of development from birth to age

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6 years; relevance to a range of settings, including childminders, pre-schools, nurseries and schools. When children are allowed to select where, with what, and how to play, they are truly invested in

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their play, they become deeply involved and make dramatic progress. This book is an outstanding testament to a responsive and child-led way of working in early years environments. Practitioners will

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be guided, inspired and supported to work spontaneously and reactively – planning as they go and celebrating the results! Provides advice on designing and building an English-style

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*garden, and explains how to
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gates and how to plant hedges
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Learners: A Practical Guide, 4th Edition is an interactive, practical, and essential guide for anyone involved with planning programs for adult learners. Containing extensive updates, refinements, and

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revisions to this celebrated book, this edition prepares those charged with planning programs for adult learners across a wide variety of settings. Spanning a variety of crucial subjects, this book will

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teach readers how to: Plan, organize, and complete other administrative tasks with helpful templates and practical guides Focus on challenges of displacement, climate change, economic dislocation, and

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perspective and includes globally relevant examples and research that will inform and transform your program planning process. Perfect for adult educators and participants in continuing

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education programs for adults, the book will also be illuminating for graduate students in fields including education, nursing, human resource development, and more. Dr. Sandra Ratcliff

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Daffron, has over 30 years of experience as a program planner, professional educator, project and program director, administrator, and organizational executive in the United States and the Middle

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East. She has worked extensively as a continuing professional educator and trainer with lawyers, judges, teachers, correctional educators, physicians, military trainers and graduate

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students. Sandra Daffron has planned and implemented programs, workshops and conferences on many topics from judicial education to the future of the courts for almost all State Supreme Courts and

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administrative offices of the courts for judges and judicial staff in the US. She is professor emeritus of adult and continuing education at Western Washington University, Bellingham,

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Washington and co-authored the 3rd edition of "Planning Programs for Adult Learners" in 2013 with Rosemary Caffarella. This is the first volume exclusively devoted to research methods in language

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*methods, making it easily
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as they endeavor to*

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*incorporate their work into the
public policy process*

*Written in an accessible style,
this comprehensive yet concise
text book gives students
essential background and
contextual information*

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*supported by practical and
applied discussion to help even
those with no planning law
knowledge engage in the
subject and understand
planning in the real world.
Offering ideas for different*

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ways to teach PSHE, this is a go-to resource for the busy teacher looking for creative and engaging techniques. It provides tips, case studies and strategies on planning and pitching sessions as well as

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weaving PSHE into other aspects of the curriculum. The practical advice includes tips for what works with pupils, ideas for group games, ways to make discussions more engaging and proven

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*techniques for creating
inspiring sessions. The book
explores a range of complex
PSHE topics such as social
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mental health and British
values. This tried-and-tested*

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guidance will help to give teachers the confidence to create accessible and dynamic skills-based sessions which can make a real difference to pupils.

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"A valuable resource which will capture the interest of all those involved in planning high quality care."

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C.Dickie. Lecturer Adult Nursing, University of the West of Scotland. This accessible guide takes the mystery and fear out of care planning and will help you to develop a person centred approach to delivering good quality nursing care in all clinical settings. The book explores each part

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of the care planning process in detail and provides opportunities for you to reflect upon practice and to develop effective skills

through: Interprofessional working Risk management Communication and listening skills Reflection Supervision Practical examples

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demonstrate how best to complete care planning documents and samples are provided in the appendix for you to practice with. Useful websites and checklists are included to help you become more confident with the care planning process. A Practical Guide to Care Planning in Health and Social

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Care is essential reading for all health and social care students involved in planning good quality care. A structured plan is the essential foundation for the delivery of safe and effective care. This publication successfully guides the reader through the stages of care planning using a

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simple yet systematic approach. Its strength lies in the carefully designed format which gives consideration to the evidence base as well as providing guidance for the practical application of care plans

Teaching Sociology Successfully is a comprehensive guide to teaching,

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learning and delivering sociology, not only with success but with confidence. Carefully combing insightful anecdotes and practical ideas with key theoretical concepts on planning, learning styles and assessment, this book is an essential tool for both new and experienced teachers of sociology.

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specifications and syllabuses at GCSE and AS/A Level; provide the best pedagogic approaches for teaching sociology; think about learning styles, skills and capacities in relation to teaching sociology; gain practical ideas and activities for improving student's argumentation, evaluation

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and essay writing skills; apply strategies for teaching abstract sociological theories and concepts; make the teaching of research methods engaging and interesting; deal with practical issues such as planning and assessing learning; encourage students' independent

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learning and revision; connect ICT, social networking websites and the mass media to further students' sociological knowledge; tackle the thorny issues of politics and controversial topics. Drawing on the author's own experiences, Teaching Sociology Successfully helps readers

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to identify, unpack and negotiate challenges common to those teaching sociology. Complete with a variety of pedagogical resources, it provides tasks and further reading to support CPD and reflective practice. This book will be an invaluable tool for students on PGCE social science training

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courses, as well as School Direct candidates and undergraduates studying BEds in similar fields.

Despite the increasing necessity for needs assessments in a variety of fields, much confusion still prevails on how to conduct such assessments successfully. This book is a practical

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guide to that end. The authors first introduce a three-phase model - preassessment, assessment and postassessment - to clarify the distinctions between the needs of primary service recipients and the people and resources that exist. They go on to describe methods appropriate

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for gathering data for assessing needs and for causal analysis. The presentation of the framework, the coverage of several approaches for analyzing data, the balanced description of qualitative and quantitative methodologies and the multiple case studies and

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A new book from ACEP that will help you participate effectively-or lead the way-in the successful design of your emergency department. Emergency Department Design will teach you the design and planning process so that you and other caregivers can make decisions about what's best for your

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department. Whether you're building a new department, remodeling an existing one, expanding, or simply adding a new service, the critical decisions you'll make must be based on an understanding of the design process. Time and time again, the best results are achieved when caregivers

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drive this process, working with design professionals to plan not just for today's patients, but also for those of the future. Read this book and learn how to: Assess your space needs Set physical design goals that meet operational outcomes Define the scope of your project Select a design

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professional Evaluate the "workability" of proposed design solutions ...and much more. You'll minimize the complexity of the challenge, reduce wasted time, and focus on creating a design that fulfills your vision of how emergency care should be provided. The author is Jon Huddy, AIA, with

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FreemanWhite, Inc., a nationally renowned architectural firm specializing in emergency department design. Mr. Huddy brings a passion for emergency department design, a commitment to include caregivers in the design process, and an entertaining, energetic presentation

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style to this book. Michael T. Rapp, MD, JD, FACEP, past president of ACEP, served as editor and contributed his insights in a special introductory chapter, "The Emergency Physician's Perspective." Plus, more than 20 other emergency care professionals and architects have

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contributed case studies and "pearls and pitfalls" from their own personal experiences with emergency department design projects.

Many organizations are moving away from managing records and information in paper form to setting up electronic records management (ERM)

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systems. There is a range of reasons for this: economic considerations may be the driver for change, or government policy initiatives may be coming into play. Whatever the situation in your organization, this book provides straightforward, practical guidance on how to prepare

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for and enable ERM. It sets out and explains the issues organizations need to consider in selecting a system, and the procedures required for effective implementation. Help is also given with the complexities of managing hybrid records during an interim period between paper and electronic record

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management. The book is divided into three main parts covering the preparation for ERM, and its design and implementation. The key areas covered are: the underlying principles the context making a business case for ERM the main issues for design the information survey the file plan

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appraisal methodology preservation
access the main issues for
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professional, records manager, archivist or knowledge manager involved in planning and introducing an ERM system, whether in a public or private sector organization.

Planning Office Spaces is a clear, accessible book written to help designers and their clients understand

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the challenges to be faced when planning a new office. It explains what questions should be asked and shows the alternative solutions on offer and their advantages and disadvantages. Written by an expert team of authors the book is aimed at anyone involved in planning an office.

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The foundation of a successful information systems strategic plan is the recognition that business direction and requirements must drive the IS strategy and computing architecture. A Practical Guide to Information Systems Strategic Planning, Second Edition outlines a systematic approach

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to guide you through the development of an effective IS plan that is formulated from your company's business plan. This volume outlines a quick and easy approach with concepts, techniques, and templates for analyzing, organizing, communicating, and implementing an

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IS strategy. This approach unites an organization in a collaborative effort resulting in a solid direction that has the support of the entire organization. Establishing this direction cultivates the support of management, enabling necessary strategic IS investments. With a new look at the role of IS

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governance in strategic planning, this second edition reflects advances in technology and provides an improved and thorough planning methodology. The strategic planning process outlined in this book has been supplemented by lessons learned from applying the process in numerous

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companies, cultures, and environments.

Resourcing new ventures is-all important for entrepreneurs, and creating a successful business plan can be make or break when it comes to attracting investment. Written by an experienced academic and consultant,

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this book provides a concise guide for producing the optimal business plan. Business plans are vital when it comes to making strategic decisions and monitoring progress. Writing a Business Plan is designed to teach you how to write your business plan without relying on someone else or

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internet templates. It will take you through each stage of business-plan writing, with chapters on generating ideas; describing business opportunities; drawing a business road map; and considering marketing, financial, operations, HR, legal and risk. The book includes a range of

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features to assist you, including worked-through examples. This unique book provides a one-stop shop for entrepreneurs and students of entrepreneurship to hone their skills in writing a useful and comprehensive business plan.

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The first edition of Mike Alexander 's
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conservation management. This
second edition, a significant

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enhancement of the original, deals with the development both, conceptual and practical, of adaptive management planning for nature conservation. It is about preparing management plans, and guides the reader through the entire process. Case-studies, including a conservation and access plan,

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demonstrate the planning process in action. This approach to planning can be applied to any place which is managed entirely, or in part, for wildlife. It can be applied to the management of species or habitats in any circumstance, regardless of site designation. The process is fully

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compatible with the Convention on Biological Diversity's 'ecosystem approach' to conservation management. Mike Alexander has long been at the forefront of developing management planning for conservation, with experience ranging from Uganda to Estonia, and from

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Costa Rica to Wales. He is the General Secretary of the Conservation Management System Consortium, a group of organisations with a common aim of raising standards and developing best practice in conservation management and planning. In 2012 Mike Alexander was

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elected a Fellow of the Society of Biology in recognition of his contribution to nature conservation and in particular management planning. This book has drawn on the experiences and expertise of the CMS consortium and other leaders in both conservation research and wildlife

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management from around the world. It is essential reading for professional conservation managers and any student studying management planning for conservation within a range of degree and postgraduate courses.

This second edition is revised and

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updated to take full account of recent developments in special needs. The core of the book focuses on planning for well-differentiated curriculum implementation. It describes a variety of models that explore progression, continuity, relevance and inclusion for pupils with special educational needs.

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The authors also offer an analysis of curriculum management issues in the light of the theoretical and statutory background since the latest revisions of the National Curriculum and the Code of Practice.

In today ' s turbulent and financially stressful times, public health

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managers need business planning skills. They need to become “civic entrepreneurs,” who can creatively finance and manage needed programs using business school savvy. Public Health Business Planning: A Practical Guide is based on the curriculum of the highly successful Management

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Academy for Public Health, offered by the Kenan-Flagler Business School and the School of Public Health at the University of North Carolina at Chapel Hill. A Lewin Group evaluation showed that teams of Management Academy graduates have generated millions of dollars in revenue for local agencies

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through implementing business plans. This book teaches what it means to use entrepreneurial strategies for social good, and key business planning skills such as: Assessment and strategic planning Program planning, implementation, and evaluation Financial planning and

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understanding what Account Planners do on a daily basis and how they do it. Filled with real world examples, amusing anecdotes, and useful techniques for getting to better insights, The Practical Pocket Guide provides a clear path for how Account Planners can collaborate with

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Creatives to produce great work that is insightful, engaging, and culturally infectious. In this engaging 2-hour read, you'll learn: the difference between most Account Planning job descriptions and day-to-day realities, critical planning skills, including: concept testing, copy testing,

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discussion guides, positioning, and the basics of good research, techniques for writing better briefs and ideas for how to lead more engaging briefings, and how to be an ally to Creatives so that together you can sell big, culturally infectious ideas to Clients. Whether you're a Client, a Creative, an

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Account Manager, or an aspiring Account Planner, this book will help you understand how Planners think and what great Planning can really do. In this book, an expert in business strategy shows how to create and evaluate a strategic plan and execute that plan successfully. * Concrete

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Toolkits provides practitioners, academics and students with all they need to effectively monitor and evaluate development projects and programmes. It looks systematically at the whole process - from the initial assessment of the problem to assessing how far you've achieved

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your objectives. It provides 14 tools that can be used to put these ideas into practice. This new edition has been substantially revised and updated to cover recent developments and new challenges. There are new tools dealing with evaluating advocacy, impact assessment, and

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This book is exceptional treatise on strategic planning for single-business companies that is at once academically rigorous and uncommonly practical.

This book guides evaluators in

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and organise a variety of event types in a wide range of contexts. The core sections of the text are logically structured around the key stages of event management - pre-event, on-site and post-

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evaluation. This is a fundamental resource for all events management students running and organising an event as part of their degree programme. It is also a book for anybody who just happens

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to be tasked with organising an event such as an office party, a social networking event, Christmas party or family wedding. Based on experience, using real-life case studies and anecdotal

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examples, The Practical Guide to Organising Events ultimately makes the business of events management appealing, understandable and achievable.

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color, fragrance, spectacular
effects, and magic to any
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first-time gardeners can cultivate fabulous floral displays in carefully constructed borders, luxurious beds, and clay pots. Whether you're starting from scratch or sprucing up what's already

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there, plan your flowery haven by taking into account factors such as size, existing features, lighting, climate, and soil. Colorful drawings of original planting ideas can provide a blueprint for your

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important than ever. Both
acquisition and allocation of
resources are increasingly
difficult for arts organizations
as a result of emerging**

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technologies, reduced arts education, aging donors, and the advent of new forms of entertainment. It is essential for arts organizations to take a coherent approach to these issues to remain vibrant over

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time. In fact, most arts organizations do periodically attempt some kind of planning exercise. But a review of hundreds of such plans suggests that most contain merely a wish list, rather than

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**concrete plans for the future:
"We will increase ticket sales!"
is a common "strategy"
expressed in too many arts
plans. In the absence of details
about how ticket sales will be
increased, it's an empty**

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promise. In Strategic Planning in the Arts, Michael M. Kaiser, the former head of the Kennedy Center in Washington, DC, and an arts management guru, has produced a clear, concise

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organizations who are
responsible for developing,
evaluating, or implementing
plans. Relying on real-world
cases and examples, Kaiser**

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shows how to conceive, assess, and act on every part of the strategic plan, from the mission statement to the financial statement; from managing the board to marketing. Praise for Michael

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**Kaiser: "A rich yet tidy
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***leaders, and enable
businesses in entirely new
ways. The question is no
longer will you participate in
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and software, including
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