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the companion follow up to one of the bestselling six sigma books ever published an alarming number of six sigma projects are failing not because of misuse of six sigma's statistical tools but because of internal politics and poor communication between team members and the rest of the organization the rath strong's six sigma team pocket guide helps team leaders and members reverse this trend explaining the interpersonal and political skills needed to make each six sigma project a success written in the pocket guide format that proved so successful with the first rath strong guide and based on the firm's popular six sigma training workshops this handy reference will show six sigma team leaders and members how to get buy in and cooperation from all levels of the organization lead or participate in productive team meetings plan the people team side just as they would plan the technical side

an energy management workbook for colleges is presented by a task force composed of representatives of the american council on education the national association of college and university business officers and the association of physical plant administrators of colleges and universities in addition to worksheets and exercises information is included on energy assessment management practices and financing mechanisms the workbook is organized into three basic sections diagnosis program development and implementation worksheets for the college president vice president and physical plant director are provided to help identify 1 current energy related activities 2 the campus decision makers on energy and 3 facilities maintenance and energy conditions charts that illustrate by year the campus square footage annual campus energy costs and the number of employees in the plant department are presented key points that should be considered during a tour of the campus central plant and other facilities are identified exercises are included on collecting energy use data evaluating past and projecting future energy use analyzing energy costs and assessing facilities energy condition information is also included on energy efficiency financing developing an energy management consensus scheduling energy management activities financial evaluation of investments and the planning and implementation of the energy management program definitions of energy audits and analysis and a glossary of technical and financial terms are included sw

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chapter 13 bankruptcy allows debtors to reorganize their debts into a manageable repayment plan without losing property chapter 13 bankruptcy provides a clear overview of this reorganization process and shows people how to qualify for chapter 13 decide if it's the right step devise a reasonable repayment plan and file all necessary papers either on their own or with a lawyer it also includes a discussion of how to value collateral and choose an interest rate when writing a bankruptcy plan contains sample letters to creditors tear out forms and step by step instructions to fill them out and file

smart teachers know that increased school budgets and taxes do not always lead to better educational programs and services

classrooms are often the last to receive any additional funding as classroom leaders and innovators teachers are increasingly seeking grants to help finance classroom improvements or school reform mandates the process of winning grants however is a time consuming and competitive venture the challenge is even greater when teachers do not have their own grant seeking processes in place this step by step primer takes the guesswork out of grant seeking it shows teachers how to select the right funding sources organize proposal ideas write a convincing and well prepared proposal identify who will evaluate the proposal and the scoring system they will use and efficiently implement the proposal when the grant funds are won based on time proven techniques and useful strategies the teacher's guide to winning grants reveals how teachers can obtain the inside information they need to increase their chances of grant success with this knowledge teachers can develop effective grant seeking methods that will enable them to secure funds and move their schools in the direction they want

this book explores seven broad themes central to american history global relations the constitutional heritage democratic values technology and society cultural diversity geographic diversity and economic development they provide a context for the historical events which will help the student understand the connections between historical events and see how past events are relevant to today's social political and economic concerns themes in american history throughout the book the student is asked to think critically about the events and issues that have shaped u s history helping the student develop critical thinking skills is a key goal of the text critical thinking and the study of history

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