

# SHAPING YOUR HR ROLE SUCCEEDING IN TODAY'S ORGANIZATIONS

SHAPING YOUR HR ROLE HUMAN RESOURCE MANAGEMENT IN HEALTH CARE HUMAN RESOURCE MANAGEMENT IN HEALTH CARE SHAPING YOUR HR ROLE THE EMERALD HANDBOOK OF WORK, WORKPLACES AND DISRUPTIVE ISSUES IN HRM HUMAN RESOURCE PLANNING HUMAN RESOURCES MANAGEMENT THE SUCCESSFUL HR EXECUTIVE HUMAN RESOURCE MANAGEMENT MANAGEMENT PERSPECTIVES IN HUMAN RESOURCES HR EXECUTIVE REVIEW RESEARCH IN PERSONNEL AND HUMAN RESOURCES MANAGEMENT HUMAN RESOURCE MANAGEMENT REVIEW HUMAN RESOURCE EXECUTIVE CONFERENCE BOARD REPORT BACKGROUND TO AN INTEGRATED PLAN OF ACTION ON HUMAN RESOURCES DEVELOPMENT FOR THE ESCAP REGION HUMAN RESOURCE MANAGEMENT THE ULTIMATE JOB SEARCH RELIABILITY AND LIFE TESTING HANDBOOK WILLIAM M. KAHNWEILER L. FLEMING FALLON JR. CHARLES R. MCCONNELL WILLIAM KAHNWEILER PETER HOLLAND GERALD R. FERRIS CYNTHIA D. FISHER ROBERT ALBANESE SOCIETY FOR HUMAN RESOURCE MANAGEMENT (U.S.). NATIONAL CONFERENCE JOSEPH J. MARTOCCHIO DONALD F. HARVEY RICHARD H. BEATTY DIMITRI KECECIOGLU

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THIS BOOK HAS BEEN WRITTEN FOR THE HR PRACTITIONER AND WILL PROVIDE READERS WITH TOOLS GUIDELINES IDEAS AND STRATEGIES FOR DEVELOPING THEIR ROLE WITHIN THE HUMAN RESOURCES FUNCTION THIS TEXT FOCUSES ON CURRENT ISSUES AND FUTURE TRENDS IN BOTH THE HR PROFESSION AND THE WORKPLACE ORGANIZATIONS WILL CONTINUE TO BE FORCED TO FUNCTION IN A LEAN AND MEAN MANNER HR PROFESSIONALS ARE NOW REQUIRED TO MANAGE OUTSOURCING FUNCTIONS AND TO MOVE THROUGH MULTIPLE INTERNAL ROLES QUICKLY THIS BOOK WILL ACT AS A ROADMAP TO HELP THEM PLAN AND IMPLEMENT THESE ROLES QUICKLY AND EFFICIENTLY ALIGNED TO THEIR ORGANIZATIONS STRATEGY

THIS BOOK INTRODUCES HUMAN RESOURCES TO PRACTITIONERS AND STUDENTS IN ALL DISCIPLINES RELATED TO HEALTH CARE AND HEALTH SERVICE IT COVERS IMPORTANT TOPICS SUCH AS RECRUITMENT TRAINING TERMINATION LEGAL ISSUES LABOR UNIONS AND MORE EACH CHAPTER IS INTRODUCED BY A CASE STUDY RELATED TO THE MATERIAL THAT FOLLOWS AND IS RESOLVED AT THE CONCLUSION OF EACH CHAPTER ALONG WITH EXPERT COMMENTARY AND PRACTICAL SUGGESTIONS THAT CAN BE USED IN THE REAL WORLD MANY EXAMPLES AND A NUMBER OF SAMPLE FORMS AND DOCUMENTS ARE INCLUDED THIS EDITION HAS BEEN RE ORGANIZED TO REFLECT A BETTER CHAPTER FLOW AND ORGANIZATION AND OFFERS ALL DATA UPDATED THROUGHOUT A NEW SECTION ON HEALTH CARE LEGISLATION A NEW SECTION IN EACH CHAPTER CUSTOMER SERVICE BOX THAT EMPHASIZES THE IMPORTANCE OF CUSTOMER SERVICE IN THE CONTEXT OF THE MATERIAL PRESENTED IN THE CHAPTER AND COMPLETELY REVISED INSTRUCTOR ANCILLARY MATERIAL

WRITTEN FOR PRACTITIONERS AND STUDENTS IN HEALTH RELATED DISCIPLINES THIS PRACTICAL HANDS ON GUIDE TO HUMAN RESOURCES COVERS SUCH TOPICS AS RECRUITMENT COMPENSATION AND BENEFITS TRAINING TERMINATION LEGAL ISSUES LABOR UNIONS AND MORE EACH CHAPTER IS INTRODUCED BY A CASE STUDY RELATED TO THE MATERIAL THAT FOLLOWS THE CASE STUDY IS RESOLVED BY THE END OF EACH CHAPTER AND INCLUDES EXPERT COMMENTARY AND PRACTICAL SUGGESTIONS THAT CAN BE USED IN THE REAL WORLD CHAPTERS ALSO FEATURE LEARNING

OBJECTIVES QUESTIONS FOR REVIEW AND DISCUSSION KEY TERMS AND SPOTLIGHT ON CUSTOMER SERVICE NUMEROUS EXAMPLES SAMPLE FORMS AND DOCUMENTS ARE ALSO INCLUDED THE THIRD EDITION INCLUDES NEW EMPLOYMENT RELATED LEGISLATION AND CASE LAW INCLUDING THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT HIPAA A NEW CHAPTER ON THE IMPACT AND EFFECT OF SOCIAL MEDIA MORE IN DEPTH AND UPDATED TREATMENT OF PRIVACY AND SEXUAL HARASSMENT EXPANDED DISCUSSION OF SUCCESSION PLANNING AND MUCH MORE

THIS BOOK HAS BEEN WRITTEN FOR THE HR PRACTITIONER AND WILL PROVIDE READERS WITH TOOLS GUIDELINES IDEAS AND STRATEGIES FOR DEVELOPING THEIR ROLE WITHIN THE HUMAN RESOURCES FUNCTION THIS TEXT FOCUSES ON CURRENT ISSUES AND FUTURE TRENDS IN BOTH THE HR PROFESSION AND THE WORKPLACE ORGANIZATIONS WILL CONTINUE TO BE FORCED TO FUNCTION IN A LEAN AND MEAN MANNER HR PROFESSIONALS ARE NOW REQUIRED TO MANAGE OUTSOURCING FUNCTIONS AND TO MOVE THROUGH MULTIPLE INTERNAL ROLES QUICKLY THIS BOOK WILL ACT AS A ROADMAP TO HELP THEM PLAN AND IMPLEMENT THESE ROLES QUICKLY AND EFFICIENTLY ALIGNED TO THEIR ORGANIZATIONS STRATEGY

THE EMERALD HANDBOOK OF WORK WORKPLACES AND DISRUPTIVE ISSUES IN HRM CONSIDERS THE WAY WORK EMPLOYMENT AND PEOPLE IS BEING MANAGED ACROSS THE GLOBE USING A MULTIDISCIPLINARY RANGE OF VOICES TO ILLUSTRATE JUST HOW FUNDAMENTAL RECENT DEVELOPMENTS WILL BE IN RESHAPING WORK AND EMPLOYMENT

THIS COLLECTION OF 52 CURRENT READINGS EXPLORES THE IMPORTANT CONTEMPORARY PERSPECTIVES AND ISSUES IN THE FIELD OF HUMAN RESOURCES MANAGEMENT FROM AN APPLIED RATHER THAN SCHOLARLY ORIENTATION IT EXPANDS UPDATES AND RESTRUCTURES COVERAGE TO REFLECT THE NEW AND DIFFERENT ISSUES THAT HAVE SURFACED IN RECENT YEARS WHILST CONTINUING TO EXPLORE THE FUNCTIONAL AREAS IN DEPTH

INSIDE THE MINDS PROVIDES READERS WITH PROVEN BUSINESS INTELLIGENCE FROM C LEVEL EXECUTIVES CHAIRMAN CEO CFO CMO PARTNER FROM THE WORLD'S MOST RESPECTED COMPANIES NATIONWIDE RATHER THAN THIRD PARTY ACCOUNTS FROM UNKNOWN AUTHORS AND ANALYSTS EACH CHAPTER IS COMPARABLE TO AN ESSAY THOUGHT LEADERSHIP PIECE AND IS A FUTURE ORIENTED LOOK AT WHERE AN INDUSTRY PROFESSION OR TOPIC IS HEADED AND THE MOST IMPORTANT ISSUES FOR THE FUTURE THROUGH AN EXHAUSTIVE SELECTION PROCESS EACH AUTHOR WAS HAND PICKED BY THE INSIDE THE MINDS EDITORIAL BOARD TO AUTHOR A CHAPTER FOR THIS BOOK CHAPTERS INCLUDE MARTHA DELEHANTY VICE PRESIDENT HUMAN RESOURCES VERIZON WIRELESS BUILDING A COMPANY CULTURE ERNEST T WHITUS SENIOR VICE PRESIDENT HUMAN RESOURCES ARVINMERITOR INC STRIKING A BALANCE RACHEL SEFF KOENIG ED D NATIONAL MANAGER OF RECRUITING DEVELOPMENT CONSOLIDATED GRAPHICS INC PROVIDING VALUE ADDED SERVICES TO PROMOTE ORGANIZATIONAL PROFITABILITY YVETTE DONADO SENIOR VICE PRESIDENT PEOPLE PROCESS COMMUNICATIONS SERVICES EDUCATIONAL TESTING SERVICE THE MULTIPLE ROLES OF AN HR EXECUTIVE BLAKE MCHENRY SENIOR VICE PRESIDENT OF GLOBAL HUMAN RESOURCES TAYLORMADE ADIDAS GOLF COMPANY CREATING THE BEST AND MOST PRODUCTIVE WORKPLACE IN THE WORLD TIMOTHY S FLISS EXECUTIVE VICE PRESIDENT HUMAN RESOURCES SCHNEIDER NATIONAL INC FACING THE CHALLENGES OF HR TERRI HILL EXECUTIVE VICE PRESIDENT AND CHIEF ADMINISTRATIVE OFFICER NATIONWIDE PUTTING THE HUMAN IN HUMAN RESOURCES RANDY P SMITH VICE PRESIDENT OF HUMAN RESOURCES COMPUSA INC STRATEGIES FOR HR SUCCESS SHANNON W MCFAYDEN SENIOR EXECUTIVE VICE PRESIDENT DIRECTOR OF HUMAN RESOURCES AND CORPORATE RELATIONS WACHOVIA BALANCING HEAD AND HEART MICHAEL W RUDE VICE PRESIDENT HUMAN RESOURCES STRYKER STAYING CURRENT IN AN EVER CHANGING ROLE D DOUGLAS DORMAN SPHR FACHE VICE PRESIDENT HUMAN RESOURCES GREENVILLE HOSPITAL SYSTEM HEALTH CARE HUMAN RESOURCES SCOTT LYON VICE PRESIDENT OF HUMAN RESOURCES MESA AIR GROUP THE ROLE OF HR IN THE CHANGING AIRLINE INDUSTRY RANDY L KUMMER SENIOR VICE PRESIDENT HUMAN RESOURCES CLEVELAND CLIFFS INC THE IMPORTANCE OF BEING CHANGE MINDED TIMOTHY J VERHAGEN VICE PRESIDENT HUMAN RESOURCES CINERGY CORP TYING HR TO THE COMPANY'S STRATEGIC PLANS MICHAEL L KENT VICE PRESIDENT HUMAN RESOURCES SERVICES FARMERS GROUP INC HR AS A TWENTY FIRST CENTURY BUSINESS PARTNER

FEATURES PAPERS DESIGNED TO PROMOTE THEORY AND RESEARCH ON IMPORTANT SUBSTANTIVE AND METHODOLOGICAL TOPICS IN THE FIELD OF HUMAN RESOURCES MANAGEMENT

COMBINES THEORY AND PRACTICE TO TEACH HRM AFFORDABLE PAPERBACK

JOB SEEKERS AND STUDENTS LOOKING FOR A CAREER WILL FIND THE INSIDE SCOOP ON NETWORKING INTERVIEWING NEGOTIATING JOB OFFERS SUCCEEDING ON THE JOB AND MUCH MORE TO HAVE A BIG ADVANTAGE IN GETTING A JOB QUICKLY INTELLIGENT STRATEGIES HELP READERS AVOID COMMON JOB SEARCH PITFALLS POWER UP THEIR RESUMES USE SEARCH FIRMS TO THEIR ADVANTAGE AND ORCHESTRATE A TARGETED DIRECT MAIL CAMPAIGN THE ULTIMATE JOB SEARCH IS FILLED WITH TOOLS TO GUIDE JOB SEEKERS THROUGH THE JOB SEARCH PROCESS HELPFUL SELF ASSESSMENT EXERCISES ALLOW STUDENTS TO DEFINE A JOB OBJECTIVE RESUME WRITING TIPS AND FORMATS ALLOW JOB SEEKERS TO CREATE MAGNETIC CORRESPONDENCE READERS GAIN INFORMATION ON HOW TO SHINE DURING THE INTERVIEW RECEIVE VALUABLE ADVICE FOR NEGOTIATING A TOP SALARY AND LEARN THE EIGHT STEPS TO GUARANTEED SUCCESS ON THE JOB

INCLUDES UP TO DATE INFORMATION ON ACCEPT REJECT TESTS AS WELL AS SOME VERY IMPORTANT ACCELERATED TESTS OFFERS SECTIONS ON RELIABILITY GROWTH MONITORING TECHNIQUES AND PROPER TESTING METHODS FOR ESTABLISHING MTBF OR RELIABILITY WITH THE DESIRED ACCURACY AND CONFIDENCE LEVEL A VITAL REFERENCE FOR RELIABILITY PRODUCT ASSURANCE AND TEST ENGINEERS

YEAH, REVIEWING A BOOK **SHAPING YOUR HR ROLE SUCCEEDING IN TODAY'S ORGANIZATIONS** COULD ACCUMULATE YOUR NEAR CONNECTIONS LISTINGS. THIS IS JUST ONE OF THE SOLUTIONS FOR YOU TO BE SUCCESSFUL. AS UNDERSTOOD, COMPLETION DOES NOT SUGGEST THAT YOU HAVE FABULOUS POINTS. COMPREHENDING AS COMPETENTLY AS CONTRACT EVEN MORE THAN SUPPLEMENTARY WILL PROVIDE EACH SUCCESS. BORDERING TO, THE DECLARATION AS SKILLFULLY AS SHARPNESS OF THIS SHAPING YOUR HR ROLE SUCCEEDING IN TODAY'S ORGANIZATIONS CAN BE TAKEN AS WELL AS PICKED TO ACT.

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## VARIETY OF CHOICES

MOREOVER, THE VARIETY OF CHOICES AVAILABLE IS ASTOUNDING. FROM CLASSIC LITERATURE TO CONTEMPORARY NOVELS, ACADEMIC TEXTS TO CHILDREN'S BOOKS, FREE EBOOK SITES COVER ALL GENRES AND INTERESTS.

## TOP FREE EBOOK SITES

THERE ARE COUNTLESS FREE EBOOK SITES, BUT A FEW STAND OUT FOR THEIR QUALITY AND RANGE OF OFFERINGS.

### PROJECT GUTENBERG

PROJECT GUTENBERG IS A PIONEER IN OFFERING FREE EBOOKS. WITH OVER 60,000 TITLES, THIS SITE PROVIDES A WEALTH OF CLASSIC LITERATURE IN THE PUBLIC DOMAIN.

### OPEN LIBRARY

OPEN LIBRARY AIMS TO HAVE A WEBPAGE FOR EVERY BOOK EVER PUBLISHED. IT OFFERS MILLIONS OF FREE EBOOKS, MAKING IT A FANTASTIC RESOURCE FOR READERS.

### GOOGLE BOOKS

GOOGLE BOOKS ALLOWS USERS TO SEARCH AND PREVIEW MILLIONS OF BOOKS FROM LIBRARIES AND PUBLISHERS WORLDWIDE. WHILE NOT ALL BOOKS ARE AVAILABLE FOR FREE, MANY ARE.

## MANYBOOKS

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### BOOKBOON

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## HOW TO DOWNLOAD EBOOKS SAFELY

DOWNLOADING EBOOKS SAFELY IS CRUCIAL TO AVOID PIRATED CONTENT AND PROTECT YOUR DEVICES.

## AVOIDING PIRATED CONTENT

STICK TO REPUTABLE SITES TO ENSURE YOU'RE NOT DOWNLOADING PIRATED CONTENT. PIRATED EBOOKS NOT ONLY HARM AUTHORS AND PUBLISHERS BUT CAN ALSO POSE SECURITY RISKS.

## ENSURING DEVICE SAFETY

ALWAYS USE ANTIVIRUS SOFTWARE AND KEEP YOUR DEVICES UPDATED TO PROTECT AGAINST MALWARE THAT CAN BE HIDDEN IN DOWNLOADED FILES.

## LEGAL CONSIDERATIONS

BE AWARE OF THE LEGAL CONSIDERATIONS WHEN DOWNLOADING EBOOKS. ENSURE THE SITE HAS THE RIGHT TO DISTRIBUTE THE BOOK AND THAT YOU'RE NOT VIOLATING COPYRIGHT LAWS.

## USING FREE EBOOK SITES FOR

## EDUCATION

FREE EBOOK SITES ARE INVALUABLE FOR EDUCATIONAL PURPOSES.

## ACADEMIC RESOURCES

SITES LIKE PROJECT GUTENBERG AND OPEN LIBRARY OFFER NUMEROUS ACADEMIC RESOURCES, INCLUDING TEXTBOOKS AND SCHOLARLY ARTICLES.

## LEARNING NEW SKILLS

YOU CAN ALSO FIND BOOKS ON VARIOUS SKILLS, FROM COOKING TO PROGRAMMING, MAKING THESE SITES GREAT FOR PERSONAL DEVELOPMENT.

## SUPPORTING HOMESCHOOLING

FOR HOMESCHOOLING PARENTS, FREE EBOOK SITES PROVIDE A WEALTH OF EDUCATIONAL MATERIALS FOR DIFFERENT GRADE LEVELS AND SUBJECTS.

## GENRES AVAILABLE ON FREE EBOOK SITES

THE DIVERSITY OF GENRES AVAILABLE ON FREE EBOOK SITES ENSURES THERE'S SOMETHING FOR EVERYONE.

## FICTION

FROM TIMELESS CLASSICS TO CONTEMPORARY BESTSELLERS, THE FICTION SECTION IS BRIMMING WITH OPTIONS.

## NON-FICTION

NON-FICTION ENTHUSIASTS CAN FIND BIOGRAPHIES, SELF-HELP BOOKS, HISTORICAL TEXTS, AND MORE.

## TEXTBOOKS

STUDENTS CAN ACCESS TEXTBOOKS ON A WIDE RANGE OF SUBJECTS, HELPING REDUCE THE FINANCIAL BURDEN OF EDUCATION.

## CHILDREN'S BOOKS

PARENTS AND TEACHERS CAN FIND A PLETHORA OF CHILDREN'S BOOKS, FROM PICTURE BOOKS TO YOUNG ADULT NOVELS.

## ACCESSIBILITY FEATURES OF EBOOK SITES

EBOOK SITES OFTEN COME WITH FEATURES THAT ENHANCE ACCESSIBILITY.

## AUDIOBOOK OPTIONS

MANY SITES OFFER AUDIOBOOKS, WHICH ARE GREAT FOR THOSE WHO PREFER LISTENING TO READING.

## ADJUSTABLE FONT SIZES

YOU CAN ADJUST THE FONT SIZE TO SUIT YOUR READING COMFORT, MAKING IT EASIER FOR THOSE WITH VISUAL IMPAIRMENTS.

## TEXT-TO-SPEECH CAPABILITIES

TEXT-TO-SPEECH FEATURES CAN CONVERT WRITTEN TEXT INTO AUDIO, PROVIDING AN ALTERNATIVE WAY TO ENJOY BOOKS.

## TIPS FOR MAXIMIZING YOUR EBOOK EXPERIENCE

TO MAKE THE MOST OUT OF YOUR EBOOK READING EXPERIENCE, CONSIDER THESE TIPS.

## CHOOSING THE RIGHT DEVICE

WHETHER IT'S A TABLET, AN E-READER, OR A SMARTPHONE, CHOOSE A DEVICE THAT OFFERS A COMFORTABLE READING EXPERIENCE FOR YOU.

## ORGANIZING YOUR EBOOK LIBRARY

USE TOOLS AND APPS TO ORGANIZE YOUR EBOOK COLLECTION, MAKING IT EASY TO FIND AND ACCESS YOUR FAVORITE TITLES.

## SYNCING ACROSS DEVICES

MANY EBOOK PLATFORMS ALLOW YOU TO SYNC YOUR LIBRARY ACROSS MULTIPLE DEVICES, SO YOU CAN PICK UP RIGHT WHERE YOU LEFT OFF, NO MATTER WHICH DEVICE YOU'RE USING.

## CHALLENGES AND LIMITATIONS

DESPITE THE BENEFITS, FREE EBOOK SITES COME WITH CHALLENGES AND LIMITATIONS.

## QUALITY AND AVAILABILITY OF TITLES

NOT ALL BOOKS ARE AVAILABLE FOR FREE, AND SOMETIMES THE QUALITY OF THE DIGITAL COPY CAN BE POOR.

## DIGITAL RIGHTS MANAGEMENT (DRM)

DRM CAN RESTRICT HOW YOU USE THE EBOOKS YOU DOWNLOAD, LIMITING SHARING AND TRANSFERRING BETWEEN DEVICES.

## INTERNET DEPENDENCY

ACCESSING AND DOWNLOADING EBOOKS REQUIRES AN INTERNET

CONNECTION, WHICH CAN BE A LIMITATION IN AREAS WITH POOR CONNECTIVITY.

## FUTURE OF FREE EBOOK SITES

THE FUTURE LOOKS PROMISING FOR FREE EBOOK SITES AS TECHNOLOGY CONTINUES TO ADVANCE.

## TECHNOLOGICAL ADVANCES

IMPROVEMENTS IN TECHNOLOGY WILL LIKELY MAKE ACCESSING AND READING EBOOKS EVEN MORE SEAMLESS AND ENJOYABLE.

## EXPANDING ACCESS

EFFORTS TO EXPAND INTERNET ACCESS GLOBALLY WILL HELP MORE PEOPLE BENEFIT FROM FREE EBOOK SITES.

## ROLE IN EDUCATION

AS EDUCATIONAL RESOURCES BECOME MORE DIGITIZED, FREE EBOOK SITES WILL PLAY AN INCREASINGLY VITAL ROLE IN LEARNING.

## CONCLUSION

IN SUMMARY, FREE EBOOK SITES OFFER AN INCREDIBLE OPPORTUNITY TO ACCESS A WIDE RANGE OF BOOKS WITHOUT THE FINANCIAL BURDEN. THEY ARE INVALUABLE RESOURCES FOR READERS OF ALL AGES AND INTERESTS, PROVIDING EDUCATIONAL MATERIALS, ENTERTAINMENT, AND ACCESSIBILITY FEATURES. SO WHY NOT EXPLORE THESE SITES AND DISCOVER THE WEALTH OF KNOWLEDGE THEY OFFER?

## FAQs

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HAVE THE RIGHTS TO DISTRIBUTE THEM. HOW DO I KNOW IF AN EBOOK SITE IS SAFE? STICK TO WELL-KNOWN AND REPUTABLE SITES LIKE PROJECT GUTENBERG, OPEN LIBRARY, AND GOOGLE BOOKS. CHECK REVIEWS AND ENSURE THE SITE HAS PROPER SECURITY

MEASURES. CAN I DOWNLOAD EBOOKS TO ANY DEVICE? MOST FREE EBOOK SITES OFFER DOWNLOADS IN MULTIPLE FORMATS, MAKING THEM COMPATIBLE WITH VARIOUS DEVICES LIKE E-READERS, TABLETS, AND SMARTPHONES. DO FREE EBOOK SITES OFFER AUDIOBOOKS? MANY FREE EBOOK SITES OFFER AUDIOBOOKS,

WHICH ARE PERFECT FOR THOSE WHO PREFER LISTENING TO THEIR BOOKS. HOW CAN I SUPPORT AUTHORS IF I USE FREE EBOOK SITES? YOU CAN SUPPORT AUTHORS BY PURCHASING THEIR BOOKS WHEN POSSIBLE, LEAVING REVIEWS, AND SHARING THEIR WORK WITH OTHERS.

