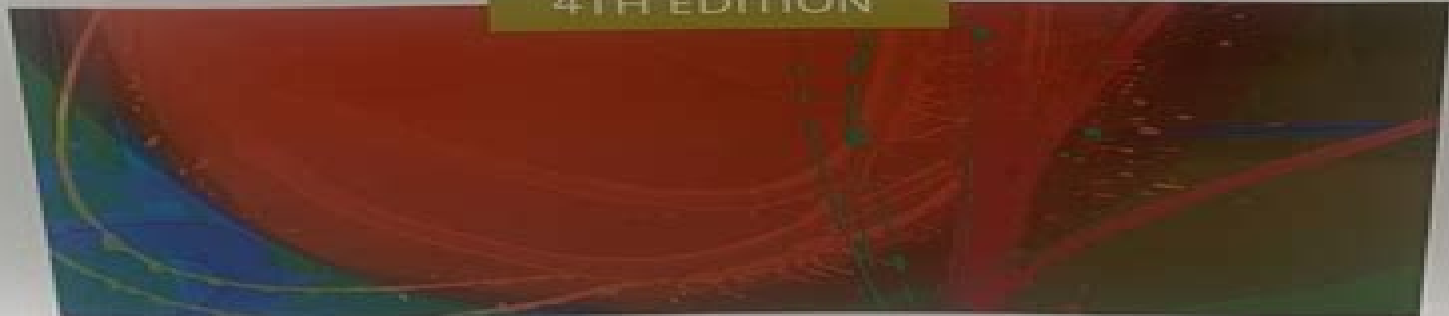


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**Business Statistics Using EXCEL and SPSS** Nick Lee,Mike Peters,2015-12-16 Takes the challenging and makes it understandable The book contains useful advice on the application of statistics to a variety of contexts and shows how statistics can be used by managers in their work Dr Terri Byers Assistant Professor University Of New Brunswick Canada A book about introductory quantitative analysis the authors show both how and why quantitative analysis is useful in the context of business and management studies encouraging readers to not only memorise the content but to apply learning to typical problems Fully up to date with comprehensive coverage of IBM SPSS and Microsoft Excel software the tailored examples illustrate how the programmes can be used and include step by step figures and tables throughout A range of real world and fictional examples including The Ballad of Eddie the Easily Distracted and Esha s Story help bring the study of statistics alive A number of in text boxouts can be found throughout the book aimed at readers at varying levels of study and understanding Back to Basics for those struggling to understand explain concepts in the most basic way possible often relating to interesting or humorous examples Above and Beyond for those racing ahead and who want to be introduced to more interesting or advanced concepts that are a little bit outside of what they may need to know Think it over get students to stop engage and reflect upon the different connections between topics A range of online resources including a set of data files and templates for the reader following in text examples downloadable worksheets and instructor materials answers to in text exercises and video content compliment the book An ideal resource for undergraduates taking introductory statistics for business or for anyone daunted by the prospect of tackling quantitative analysis for the first time

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Research Methods for Managers John Gill, Phil Johnson, 2010-01-21 The highly anticipated Fourth Edition of this bestselling text still succeeds in providing a step by step guide to implementing particular methodologies while simultaneously encouraging a strong awareness of philosophical assumptions NEW to the Fourth Edition Expanded coverage to accommodate recent developments in management research methodology New topics include doing a literature review case study research action research mixed methods and writing up Packed with practical research examples and exercises that encourage students to reflect upon the issues raised and relate them to their own experience Additional learning features including critical reflection boxes case studies and chapter summaries A companion website with a full Instructors Manual and PowerPoint slides Students have free access to downloadable journal articles and author podcasts Using a practical approach but with explicit attention to the role of theory in management research the new edition of *Research Methods for Managers* is a stimulating guide for students in management organization and organization research

*Counselling Suicidal Clients* Andrew Reeves, 2010-02-16 I have worked in psychiatry as well as in private practice with suicidal people I found it poignant and true when Reeves points out that people do not have to be mad to be suicidal and that assessing suicide potential fundamentally lies in engaging with the suicidal client at a deeper relational level So true This thoroughly researched book is written with passion and compassion It will be a valuable addition to the libraries of therapists and anyone else who works with suicidal people Therapy Today July 2010 A uniquely accessible comprehensive and practical guide Essential reading for counsellors and psychotherapists and all helping professionals who work with clients at risk of suicide Mick Cooper Professor of Counselling University of Strathclyde A must read for counsellors of all experience levels offering sound practical strategies alongside thought provoking case studies and discussion points Reeves addresses this difficult topic with depth breadth and integrity Excellent Denise Meyer developer and lead author of [www.studentdepression.org](http://www.studentdepression.org) Andrew Reeves brings together his experience as a social worker counsellor and academic to explore the essential elements in working with suicidal clients His openness and integrity in writing about this complex topic creates a valuable resource for reflective practice Barbara Mitchels Solicitor and Director of Watershed Counselling Service Devon Counselling Suicidal Clients addresses the important professional considerations when working with clients who are suicidal The bigger picture including legal and ethical considerations and organisational policy and procedures is explored as is to how practitioners can work with the dynamics of suicide potential in the therapeutic process The book is divided into six main parts The changing context of suicide The prediction prevention model policy and ethics The influence of the organisation The client process The practitioner process The practice of counselling with suicidal clients The book also includes chapters

on the discourse of suicide suicide and self injury and self care for the counsellor It is written for counsellors and psychotherapists and for any professional who uses counselling skills when supporting suicidal people

**Corporate Governance** Donald Nordberg,2010-11-15 Offering a fresh look at the commonly accepted view of what constitutes good governance Donald Nordberg explores the contexts of board decisions and draws upon his academic research and years of business and financial journalism in Europe North America and Asia to provide a distinctive and pertinent contribution to the literature on corporate governance The book Features 21 detailed case studies drawn from international examples to prompt discussion and analysis Provides topical up to date examples and evidence Gives attention to the important question What next for Corporate Governance Supporting features include Case Study questions Agenda Point boxes to provide further analysis and consideration on topical issues Further readings Companion Website featuring online resources

*An Introduction to Cognitive Behaviour Therapy* David Westbrook,Helen Kennerley,Joan Kirk,2011-04-06 An Introduction to Cognitive Behaviour Therapy is the definitive beginner s guide to the basic theory skills and applications of cognitive behavioural therapy In this eagerly awaited Second Edition the authors set out the core concepts and generic skills of CBT including case formulation the therapeutic relationship and cognitive behavioural and physiological therapeutic strategies Practical illustrations of how these techniques can be applied to the most common mental health problems ensure that theory translates into real life practice New to this edition the authors examine cultural diversity in greater depth the current topicality of CBT especially within the NHS the latest Roth and Pilling CBT competencies the impact of third wave and other developments in CBT in more detail As well as exploring depression panic and agoraphobia OCD and other anxiety disorders the book considers CBT for less common disorders such as anger and eating disorders Discussion of different methods of delivery includes work with individuals groups couples and families This edition also includes new case study material and learning exercises This fully updated Introduction remains the key textbook for those coming to CBT for the first time whether on training courses or as part of their everyday work It is also useful for more experienced therapists wanting to refresh their core skills A Companion Website featuring streamed extracts from video role plays is available to book purchasers illustrating some of the key strategies described in the book Visit the companion website at <http://www.uk.sagepub.com/westbrook> This material has been selected from the Oxford Cognitive Therapy Centre s pioneering online training materials and book buyers will be able to purchase discounted access to the full versions of these and other OCTC Online training modules

*Focus Group Methodology* Pranee Liamputtong,2011-03-11 Focus Group Methodology is an introductory text which leads readers through the entire process of designing a focus group study from conducting interviews to analysing data and presenting the findings It also includes discussions on cross cultural and virtual focus group Liamputtong presents clear practical advice in simple terms which will be appropriate for undergraduate and postgraduate students who are undertaking research making this an ideal starter text for anyone new to focus group research Like her

previous book *Researching the Vulnerable* Liamputtong's latest work pays close attention to research ethics and will also be of great interest to researchers who are working with different social groups such as women men older people children and ethnic groups and anybody who is engaging in cross cultural research Illustrated with case studies and examples throughout this is a perfect introduction to focus group methods for students and new researchers alike

*Integration in Counselling & Psychotherapy* Phil Lapworth, Charlotte Sills, 2010-01-20 Now in its Second Edition this book is established reading for any practitioner or trainee wishing to develop their own personal style of working As well as examining contemporary integrative approaches the authors show how to develop an individual approach to integrating theories and methods from a range of psychotherapies Offering clear strategies for integration rather than a new therapeutic model this practical new edition puts added emphasis on the integrative framework and procedural strategies extending discussion of the individual practitioner as integrator

*Skills in Solution Focused Brief Counselling and Psychotherapy* Paul Hanton, 2011-05-09 As part of the bestselling SAGE Skills in Counseling Psychotherapy series this book is one of the first to focus specifically on Solution Focused Brief Therapy SFBT skills and practice Aimed at those new to the approach and as a refresher to those that have started using SFBT it covers the key techniques and interventions Structured step by step along the lines of an actual therapy session the book can be dipped into or read cover to cover It covers assumptions expectations and ways of working the role of the Solution Focused Brief Therapist The Miracle Question scaling tasks ending sessions and closures Supported by case studies therapeutic dialogue hints and tips exercises and points for reflection the book is an ideal companion for any counseling health or social care trainee who plans to practice Solution Focused Brief Therapy in today's time constrained settings It will also be a valuable guide for those qualified in the caring professions and who wish to refresh the way that they work

*Marketing Theory* Michael J Baker, Michael Saren, 2010-03-18 Electronic Inspection Copy available for instructors here Building on the popularity of the first edition published in 2000 the Second Edition brings together revised and new original chapters from an outstanding team of contributors providing an authoritative overview of the theoretical foundations and current status of thinking on topics central to the discipline and practice of marketing Summary of key features A marketing theory text written specifically for students Provides an introduction and overview of the role of theory in marketing Contributors are leading well established authorities in their fields Explains key concepts for students in a clear readable and concise manner Provides full in depth coverage of all topics with recommended further readings

**Brief Counselling in Schools** Dennis Lines, 2011-11-10 Brief Counselling in Schools third edition is a highly practical and accessible guide to helping and supporting young people experiencing difficulties both at home and at school or college Covering issues from low self esteem and sexuality to substance misuse and aggression the author draws on a method of brief integrative counselling to illustrate how a time limited therapy can work effectively in an often pressured and time limited setting This fully revised and updated edition includes a whole new chapter on self harm discusses the latest research



findings outlines up to date Safeguarding legislation and Child Protection protocols explores a teamwork approach to counselling examines the contribution of neuroscience to adolescent brain development considers the harmful effects of cyber bullying is in an accessible format with reflective exercises on ethical issues Steeped in vivid case examples therapeutic dialogue and points for reflection this invaluable book will help develop the theoretical knowledge understanding and skills base of any youth counsellor teacher or social worker based in a school or college setting     *Essential Law for Counsellors and Psychotherapists* Barbara Mitchels,Tim Bond,2010-05-17 This third book in the authoritative BACP Legal Resources for Counsellors and Psychotherapists series provides a user friendly guide to the law for all those practising and training in the counselling profession Barbara Mitchels and Tim Bond make legal issues relevant and bring them alive for the practitioner Packed with practical examples this book covers essential areas of law for practitioners including professional ethics and standards negligence contracts and premises employment and insurance dealing with legal claims professional diligence Other features include a glossary tables and flowcharts as well as a comprehensive index of resources and organisations for additional information and guidance This readable book helps practice managers counsellors and psychotherapists to recognise understand and address legal issues that may arise in their practice and assists them in finding any additional resources they may need Demystifying the law this book is an authoritative guide for therapists including those working in private practice as well as being important reading for all those studying counselling psychotherapy or clinical psychology     **Essentials of Acceptance and Commitment Therapy** Sonja Batten,2011-03-11 The literature on Acceptance and Commitment Therapy ACT is vast but if you want to dig down to the essentials of ACT you've found the right volume Nothing central is left out and nothing unnecessary is left in Written by one of the world's experts on ACT this book delivers Highly recommended Dr Steven C Hayes Foundation Professor University of Nevada This practical easy to use book introduces the theory and practice of Acceptance and Commitment Therapy ACT a key contextual third wave CBT approach The book takes the reader through the therapeutic stages from start to end showing how to use acceptance and mindfulness together with commitment and behaviour change strategies to improve mental health This is a uniquely concise and clear introduction that does not require prior knowledge of the approach It puts the emphasis on practical interventions and direct applicability in real practice avoids jargon and complex language is full of case examples to translate the theory into practice includes key points and questions to test readers comprehension of the topics covered After reading this book readers will be able to apply basic ACT interventions for common problems and will know if they are interested in more in depth training in ACT This is a must have overview of ACT for CBT trainees on graduate level courses in the UK and worldwide It will also be of value to practitioners on ACT workshops and short courses as preliminary or follow up reading     Introductory Statistics for Health and Nursing Using SPSS Louise Marston,2009-12-15 Introductory Statistics for Health Nursing using SPSS is an impressive introductory statistics text ideal for all health science and nursing students Health and nursing students can be

anxious and lacking in confidence when it comes to handling statistics This book has been developed with this readership in mind This accessible text eschews long and off putting statistical formulae in favour of non daunting practical and SPSS based examples What's more its content will fit ideally with the common course content of stats courses in the field Introductory Statistics for Health Nursing using SPSS is also accompanied by a companion website containing data sets and examples for use by lecturers with their students The inclusion of real world data and a host of health related examples should make this an ideal core text for any introductory statistics course in the field

**Anti-Discriminatory Practice in Counselling & Psychotherapy** Colin Lago, Barbara Smith, 2010-09-21 Anti Discriminatory Practice in Counselling and Psychotherapy is a groundbreaking text which identifies the ease with which individuals can be disadvantaged merely on the basis of their gender race culture age sexuality or ability Examining these and other areas of discrimination leading experts highlight how vital it is for counsellors psychotherapists and others in the helping professions to be aware of and engage with their own social political and cultural attitudes and how they must develop their skills as culturally sensitive reflective practitioners if counselling is to be truly accessible to all members of society This substantially revised and updated second edition now also includes chapters on working within an anti discriminatory approach with refugees people with mental health difficulties people with disfigurement or visible differences While each thought provoking chapter now links theory to practice by providing case studies and extracts from therapeutic dialogues assesses the most recent research findings provides exercises for enhancing awareness and skills within each different domain or care setting presents references for further recommended reading Clearly written and accessible Anti discriminatory Practice in Counselling and Psychotherapy is an indispensable addition to the toolkit of everyone either training to be or practising in the counselling and psychotherapeutic professions

**Social Marketing Casebook** Jeff French, Rowena Merritt, Lucy Reynolds, 2011-10-03 Social Marketing Casebook brings together for the first time a dedicated collection of social marketing case studies and vignettes from around the world Each case study is explored from the scoping and research stage right through to evaluation providing the reader with a complete overview of the most important building blocks in social marketing and how these can be applied to the real world including Insights from the key people involved in social marketing and the identification of the common themes associated with successful social marketing strategies An international range of cases from the health environmental and civic sectors from national and governmental programmes to local small budget interventions Comprehensive coverage of the whole process from strategy and implementation through to the challenges and lessons learned and Academic exercises discussion questions and references to reinforce student learning This book demystifies social marketing for undergraduate and postgraduate marketing and health studies students as well as practitioners in government public institutions NGOs and private organisations looking to develop more effective social change programmes

The Counselling and Psychotherapy Research Handbook Andreas Vossler, Naomi Moller, 2014-10-16 Research is a vital

and often daunting component of many counselling and psychotherapy courses As well as completing their own research projects trainees across modalities must understand the research in the field what it tells them and how to do it Breaking down this seemingly mountainous task into easy to swallow pieces this book will navigate your students through each stage of the research process from choosing a research question through the pros and cons of different methods to data analysis and writing up their findings Written by leading contributors from the field including John McLeod Mick Cooper and Tim Bond each chapter features points for reflection engaging activities and suggestions for further reading helping students to engage with all aspects of research An original graphic narrative runs throughout the book bringing this complex topic to life in a unique way Whether embarking on research for the first time or already a little familiar with research and research methods this unique guide is something counselling and psychotherapy students will turn to continually throughout their research projects

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