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Tools: First Edition
International Professional Practices Framework (IPPF)
The Holloway Guide to Technical Recruiting and Hiring *The Smoke-free Workplace* How to Start a Training Program *Business Continuity Management* Serverless Handbook *Addressing and Resolving Poor Performance* **Five Steps to Risk Assessment** **Civil Disturbances and Disasters**

More than 150 letter templates help dental practices correspond quickly and easily with existing patients, potential patients, the community, vendors, and staff. "This guide is for business owners, managers, and HR professionals who need to create (or update) a legal and plain-English employee handbook. It provides legal information, practical suggestions, and best practices on wages, hours, and tip pools; at-will employment; time off; discrimination and harassment; complaints and investigations; health and safety; drugs and

alcohol; workplace privacy; and email and social media"-- No matter the number of employees working at your business, employment policies should be distributed in writing to every employee. An employee handbook is the most important communication tool between you and your employees. A well-written handbook sets forth a company's expectations for its employees and describes what they can expect while working for the business. An employee handbook should describe the employer's legal obligations and the employees' rights. The U.S. Supreme Court has ruled that businesses can protect themselves against damages from employee lawsuits by providing clear, written policies covering the rights and responsibilities of their employees. Even if you have only one employee, a written handbook could keep you out of court. Written policies provide the principles and a basis for how businesses can manage their employees. The employee handbook can help

prevent misunderstanding by listing the company's policies so employees and managers know what is expected of them. A handbook will also assist with employment law compliance. A written employee handbook gives everyone — including management — the same set of rules to follow. *How to Write Your Own Effective Employee Handbook In One Hour Or Less* is the ideal solution for producing your own handbook quickly and efficiently. The companion CD-ROM contains an employee handbook template in Microsoft Word™ format, which you can easily edit for your own purposes. Essentially, you just need to fill in the blanks. The book discusses various options you might have in developing the policies. Our employee handbook has been edited and approved by attorneys specializing in employment law. Developing your own handbook now could not be easier or less expensive. The companion CD-ROM containing the template is available in

both English and Spanish on a single disc. The following topics are covered in the new 2011 edition of the book: at will employment, equal opportunity employment, sexual harassment, immigration law, criminal convictions, probationary periods, personnel files, orientation, exempt and non-exempt employment classifications, pay periods, breaks, time keeping, overtime, performance reviews, expense reimbursement, attendance, meetings, telecommuting, holidays, vacations, drugs and alcohol, workplace violence and weapons, smoking, food and beverage areas, attire, telephone use, use of company property, safety and security, confidential information, conflicts of interest, employment of relatives, sick leave, disability leave, medical leave, leave of absence, jury duty, military duty, benefits eligibility, medical insurance, retirement plans, employee discounts, workers' compensation, COBRA, termination, and termination

process. With this new book, there is finally a cost-effective solution for developing your own employee handbook for the small- to medium-sized business owner. Simply review the more than 100 policies already written for you and insert your own information when prompted. The template comes complete with a table of contents, introduction, and a form for each employee to sign acknowledging receipt of the manual. This title contains a book and CD-ROM. If you have employees, you need employment policies in writing distributed to every employee. The U.S. Supreme Court has ruled that businesses can protect themselves against damages and liability against employee lawsuits by providing clear, written policies covering the rights and responsibilities of their employees. Our Employee Handbook Template is the ideal solution to produce your own handbook in less than an hour. The companion CD-ROM in MS Word contains the template, which you can easily edit for our own purposes; just

fill in the blank. The book discusses various options you may have in developing the policies. Our employee handbook has been edited and approved by lawyers specialising in employment law. Developing your own handbook now couldn't be easier or less expensive!

PRAISE FOR Business Continuity Management

Few businesses can afford to shut down for an extended period of time, regardless of the cause. If the past few years have taught us anything, it's that disaster can strike in any shape, at any time. Be prepared with the time-tested strategies in **Business Continuity Management: Building an Effective Incident Management Plan** and protect your employees while ensuring your company survives the unimaginable. Written by Michael Blyth—one of the world's foremost consultants in the field of business contingency management—this book provides cost-conscious executives with a structured, sustainable, and time-tested

blueprint toward developing an individualized strategic business continuity program. This timely book urges security managers, HR directors, program managers, and CEOs to manage nonfinancial crises to protect your company and its employees. Discussions include: Incident management versus crisis response Crisis management structures Crisis flows and organizational responses Leveraging internal and external resources Effective crisis communications Clear decision-making authorities Trigger plans and alert states Training and resources Designing and structuring policies and plans Monitoring crisis management programs Stages of disasters Emergency preparedness Emergency situation management Crisis Leadership Over 40 different crisis scenarios Developing and utilizing a business continuity plan protects your company, its personnel, facilities, materials, and activities from the broad spectrum of risks that face businesses and government

agencies on a daily basis, whether at home or internationally. Business Continuity Management presents concepts that can be applied in part, or full, to your business, regardless of its size or number of employees. The comprehensive spectrum of useful concepts, approaches and systems, as well as specific management guidelines and report templates for over forty risk types, will enable you to develop and sustain a continuity management plan essential to compete, win, and safely operate within the complex and fluid global marketplace. Serverless Handbook takes you from beginner to solid full-stack engineer. It shows you the mindsets and tactics to use with any backend. It talks about distributed data processing, designing a REST API, how to build GraphQL, handling authentication, and keeping your code secure. Every chapter **helps you choose** what to do. Because **your project is unique** and **understanding**

beats cookie-cutter recipes.** This book is a why, not a how. But there's enough how to start you off :) Serverless Handbook is everything I wish I knew about backend programming 10 years ago. Learn favorite techniques from this group of twenty-two Excel MVPs. The Excel MVPs are friends and competitors who each pulled out their favorite tricks to impress you and their fellow MVPs. Discover a proven way to start successful and cost-effective training programs that produce tangible bottom line results. Follow along as you are guided through the steps for creating a business plan, developing standards and policies, and setting budgets. Human Resources Procedures for Employee Management can help you easily create the Human Resources (HR) policies and procedures manual you need to ensure the fair treatment of employees as required by Federal law. Thoroughly researched and reviewed by experts in the field, this important organizational resource

provides more than 800 pages of content based on best practices, and it addresses important issues such as COBRA, HIPAA, ADA, FMLA, and other major Federal employment regulations. This quality hardback edition also covers important employer/employee topics such as job descriptions, hiring and termination, compensation and benefits, training and development, as well as general HR administration. It also includes a sample Employee Handbook and an HR Managers Manual. Designed for busy professionals such as HR Executives, Office Managers, and Business Owners, Human Resources Procedures for Employee Management is an important tool in managing the most important resource in your business - your employees. This new edition also includes updated and complete job descriptions for every job referenced in the text. Given the broad range of topics that fall under the HR rubric, creating a system of

policies and procedures can be a daunting task. Fortunately, with Human Resources Policies and Procedures Manual there is no need to start from scratch - it's already been done for you!

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

Drafting Tribal Employment Laws & Handbooks is a

practical guide to drafting comprehensive tribal employment laws and the policies included in tribal government, casino and enterprise handbooks. The book explains why this is important and illustrates how to get these documents created and accepted. The book will help tribal leaders, administrators, lawyers, directors and managers either create these laws and policies or improve the laws and policies presently on the books.

Drafting Tribal Employment Laws & Handbooks complements Mr. McGee's previous book A Guide to Tribal Employment (Xlibris 2008). "Manual addresses policies and procedures in human resource management for medical groups and physician practices. Covers staffing, employment law, hiring practices, compensation, recordkeeping, employee handbooks, and discipline. Includes CD-ROM with 100 customizable forms, policies, and procedures."-- Provided by publisher. A practical, expert-reviewed

guide to growing software engineering teams effectively, written by and for hiring managers, recruiters, interviewers, and candidates. Description Notice: This Book is published by Historical Books Limited (www.publicdomain.org.uk) as a Public Domain Book, if you have any inquiries, requests or need any help you can just send an email to publications@publicdomain.org.uk This book is found as a public domain and free book based on various online catalogs, if you think there are any problems regard copyright issues please contact us immediately via DMCA@publicdomain.org.uk A collection of over 80 commonly occurring business templates and forms that covers a wide range of topics including project management, human resource management, resumes and interviews, lean and six sigma, meetings and workshops, general management and procurement. PMBOK® Guide is the go-to resource for project

management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide – Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide:

- Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.);
- Provides an entire section devoted to tailoring the development approach and processes;
- Includes an expanded list of models, methods, and artifacts;
- Focuses on not just delivering project outputs but also enabling outcomes; and
- Integrates with

PMIstandards+™ for information and standards application content based on project type, development approach, and industry sector. Employee Manual This is the new employee handbook we have developed for use and modification. We have taken this template and expanded it for each of the practice locations. If you would like this in a MS Word format for modification please let us know or locate it on the website (DentalPracticeResourceGroup.com). The terms used to identify a practice, dentist and employee were purposely left generic to allow this manual to stand alone as is without significant modification or to serve as a working template to create a unique manual customized for any practice needs. Why reinvent the wheel? If your office does not have such a manual or you are just starting your very first practice or perhaps opening a new office, Dental Practice Resource Group has the resources and tools to make your life easier. Please review

the details contained within this document, as certain aspects will require change: office hours, time off, paid CE, etc. Look for our other manuals on common office issues such as: OSHA, Radiation Safety, Exposure to blood and body fluids and more. Wishing you the best, The Team at Dental Practice Resource Group

How the Best Companies are Skipping HR and Winning the Future of Work with People Ops

People Operations: Automate HR, Design a Great Employee Experience, and Unleash Your Workforce explains how leaders at small- and medium-sized businesses can stop spending time on HR administration—"paperwork"—and start focusing on the "peoplework" that truly fuels employee growth and productivity. Authors Jay Fulcher, Kevin Marasco, Tracy Cote of Zenefits, the leading people operations platform, provide readers with a playbook for creating a massive competitive advantage by eliminating antiquated approaches to HR. The book

takes a look at how work has changed and what companies need to do about it, and the new approach they must take to processes, systems, and best practices. You'll learn how to eliminate busywork and hassle, and how to use that newfound time and capital to empower your biggest asset: your people. You'll receive the end-to-end guide to: Digitizing legacy HR functions Using robots for the busywork you hate Employing software to design and improve your employee experience Assembling and empowering your "people team" Utilizing the included plans and templates to guide each stage of your business transformation Perfect for managers, leaders, small business owners, and executives, People Operations is perfect for anyone who wants to optimize HR, maximize their workforce investment, support their employees, and modernize their business. Whether you're addressing an initial infraction or handling termination-worthy

transgressions, you need to be 100 percent confident that every employee encounter is clear, fair, and most importantly, legal. Thankfully, HR expert Paul Falcone has provided this wide-ranging resource that explains in detail the disciplinary process and provides ready-to-use documents that eliminate stress and second-guessing about what to do and say. Revised to reflect the latest developments in employment law, the third edition of 101 Sample Write-Ups for Documenting Employee Performance Problems includes expertly crafted, easily customizable write-ups that address: sexual harassment, absenteeism, insubordination, drug or alcohol abuse, substandard work, email and phone misuse, teamwork issues, managerial misconduct, confidentiality breaches, social media abuse, and more! With each sample document also including a performance improvement plan, outcomes and consequences, and a section of employee rebuttal,

it's easy to see why over 100,000 copies have already been sold, making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues. This resource helps dental practices develop an office policy manual. Includes sample policies, forms, and worksheets to help craft the perfect policy for your dental employee handbook. With 99 sample dental office policies; sample dental job descriptions; templates for forms, worksheets and checklists; and explanations of at-will employment. Also offers information on dental staff training (including OSHA and HIPAA). Offers guidance for employers and self employed people in assessing risks in the workplace. This book is suitable for firms in the commercial, service and light industrial sectors. Drive your food truck business to success While food trucks may not be the new kid on the block anymore, it's a segment that continues to swell—and there's

still plenty of room for growth. If you have your sights set on taking your culinary prowess on the road, *Running a Food Truck For Dummies, 2nd Edition* helps you find your food niche, follow important rules of conducting business, outfit your moving kitchen, meet safety and sanitation requirements, and so much more. Gone are the days of food trucks offering unappealing prepackaged meals, snacks, and coffee. In today's flourishing food service industry, they're more like restaurants on wheels, offering eager curbside patrons everything from gourmet tacos and Korean BBQ to gluten-free pastries and healthy vegan fare. Whether you're the owner or operator of an existing food truck business looking to up the ante or a chef, foodie, or gourmand interested in starting your own mobile restaurant endeavor, *Running a Food Truck For Dummies* has you covered. Create a food truck business plan to set yourself up for success Stay profitable by avoiding the most

common operating mistakes
Harness public relations and
social media to build your
following Grow from one truck
to multiple trucks, restaurants,
or a food truck franchise
Packed with the latest
information on legislation and
ordinances, securing loans, and
marketing to the all-important
Millennials, this one-stop guide
helps you cook up a well-done
food truck venture in no time!
The Sales & Marketing Policies
and Procedures Manual - Easily
Create your Growth Policy
Manual Using a Process
Approach to Manage Sales
Strategies and Marketing
Tactics Procedures. This
Manual is the foundation of any
business and can help you take
control of your Sales &
Marketing processes and
improve key facets like lead
generation and sales closing.
Thoroughly researched and
reviewed by experts, these pre-
written policies and procedures
are based on the continually
improving process philosophy,
and they incorporate best
practices and proven
techniques that provide results.

Creating clear policies and
procedures can help align your
sales and marketing efforts,
which dramatically improves
your sales pipeline
management. They also assist
in determining which efforts
and practices produce tangible
results; leading to improved
cost per lead and cost per sale
performance. This new edition
also includes updated and
complete job descriptions for
every job referenced in the
text. Designed for busy
professionals like Sales
Managers, Marketing
Managers, Sales & Marketing
VPs, and Business Owners, the
Sales & Marketing Policies and
Procedures Manual can save
you hundreds of hours in
researching and writing the
procedures you need to
standardize efforts and
practices in areas such as
developing strategies and
tactics, administration, lead
management and lead
qualification, customer life
cycle management, training,
and product launch. There is
no need to start from scratch.
It has already been done for

you. Entrepreneur, CEO, or business leader: no matter your title, the success of your company is a responsibility-and weight-that lies squarely on your shoulders. In the beginning, increased control was an asset that bought you peace of mind. But now, without the structure your business needs to thrive, you're overworked, overwhelmed, and unsure of the path ahead. Fortunately, everything that makes your company work can be captured and put to work for you. In *The Business Playbook*, serial entrepreneur Chris Ronzio walks you through his proven framework for building a playbook: the profile of your business, the people who work in it, the policies that guide it, and the processes that operate it. He shows you how to codify your culture and create a living document that allows you to let go of day-to-day responsibilities and empower your team to run the business without you. If you want to build a company that doesn't rely on you putting in more hours, this book will show

you the way.

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