

The Production Managers Toolkit Successful Production Management In Theatre And Performing Arts The Focal Press Toolkit Series

While there is a widespread belief that some people are born to lead, the existence of an 'ideal manager' is almost entirely a myth. Basic skills - the ones that most employees can learn - are often more important than personality traits. In *Skills of an Effective Administrator*, Robert L. Katz identifies the three fundamental abilities companies should seek to develop in their managers. Find out for yourself how these vital skills can be put to work today. Since 1922, Harvard Business Review has been a leading source of breakthrough ideas in management practice. The Harvard Business Review Classics series now offers you the opportunity to make these seminal pieces a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world.

(Black & White version) *Fundamentals of Business* was created for Virginia Tech's MGT 1104 Foundations of Business through a collaboration between the Pamplin College of Business and Virginia Tech Libraries. This book is freely available at: <http://hdl.handle.net/10919/70961> It is licensed with a Creative Commons-NonCommercial ShareAlike 3.0 license.

From three design partners at Google Ventures, a unique five-day process--called the sprint--for solving tough problems using design, prototyping, and testing ideas with customers.

Safety and Health for the Stage: Collaboration with the Production Process is a practical guide to integrating safety and health into the production process for live entertainment in the context of compliance with applicable codes, standards, and recommended practices. This book explores the need for safety and health to become an integral aspect of theatre production and live entertainment, focusing on specific steps to take and policies to employ to bring a safety and health program into full collaboration in the production process. Readers will learn how to comply with legal codes and standards as they initiate and implement an effective safety and health program in their theatre production organization or academic theatre department. The book includes references and links to other industry-specific safety and health resources, as well as a Glossary of Safety and Health Terms to navigate the safety and health jargon in the context of theatre and live entertainment. *Safety and Health for the Stage: Collaboration with the Production Process* provides links to electronic versions of sample safety and health programs, industry-specific policies and recommended practices, and forms and templates related to many of the topics covered in the book. Written for practitioners who are engaged in all aspects of theatre production and live entertainment, as well as educators who train and influence the next generations of these practitioners, this book is an essential resource for creating a positive culture of safety in live entertainment.

Make workplace conflict resolution a game that EVERYBODY wins! Recent studies show that typical managers devote more than a quarter of their time to resolving coworker disputes. The *Big Book of Conflict-Resolution Games* offers a wealth of activities and exercises for groups of any size that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower you to heal rifts arising from ineffective communication, cultural/personality clashes, and other specific problem areas—before they affect your organization's bottom line. Let *The Big Book of Conflict-Resolution Games* help you to: Build trust Foster morale Improve processes Overcome diversity issues And more Dozens of physical and verbal activities help create a safe environment for teams to explore several common forms of conflict—and their resolution. Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike, the exercises in *The Big Book of Conflict-Resolution Games* delivers everything you need to make your workplace more efficient, effective, and engaged.

To support the broadening spectrum of project delivery approaches, PMI is offering *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition* as a bundle with its latest, the *Agile Practice Guide*. The *PMBOK® Guide – Sixth Edition* now contains detailed information about agile; while the *Agile Practice Guide*, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The *PMBOK® Guide – Sixth Edition* – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled *Approaches for Agile, Iterative and Adaptive Environments*, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. *Agile Practice Guide* has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition*, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

New technologies are revolutionising the way manufacturing and supply chain management are implemented. These changes are delivering manufacturing firms the competitive advantage of a highly flexible and responsive supply chain and manufacturing system to ensure that they meet the high expectations of their customers, who, in today's economy, demand absolutely the best service, price, delivery time and product quality. To make e-manufacturing and supply chain technologies effective, integration is needed between various, often disparate systems. To understand why this is such an issue, one needs to understand what the different systems or system components do, their objectives, their specific focus areas and how they interact with other systems. It is also required to understand how these systems evolved to their current state, as the concepts used during the early development of systems and technology tend to remain in place throughout the life-cycle of the systems/technology. This book explores various standards, concepts and techniques used over the years to model systems and hierarchies in order to understand where they fit into the organization and supply chain. It looks at the specific system components and the ways in which they can be designed and graphically depicted for easy understanding by both information technology (IT) and non-IT personnel. Without a good implementation philosophy, very few systems add any real benefit to an organization, and for this reason the ways in which systems are implemented and installation projects managed are also explored and recommendations are made as to possible methods that have proven successful

in the past. The human factor and how that impacts on system success are also addressed, as is the motivation for system investment and subsequent benefit measurement processes. Finally, the vendor/user supply/demand within the e-manufacturing domain is explored and a method is put forward that enables the reduction of vendor bias during the vendor selection process. The objective of this book is to provide the reader with a good understanding regarding the four critical factors (business/physical processes, systems supporting the processes, company personnel and company/personal performance measures) that influence the success of any e-manufacturing implementation, and the synchronization required between these factors. · Discover how to implement the flexible and responsive supply chain and manufacturing execution systems required for competitive and customer-focused manufacturing · Build a working knowledge of the latest plant automation, manufacturing execution systems (MES) and supply chain management (SCM) design techniques · Gain a fuller understanding of the four critical factors (business and physical processes, systems supporting the processes, company personnel, performance measurement) that influence the success of any e-manufacturing implementation, and how to evaluate and optimize all four factors

The Costume Supervisor's Toolkit explores the responsibilities of a Costume Supervisor within a theatrical, opera or dance production company. Rebecca Pride provides an insight into all manner of processes, beginning with a definition of the role, and offers explanations of the timeline from the first design meetings, leading all the way up to managing fittings and final rehearsals. This how-to guide outlines best working practices, including building a team and creating a Costume Bible, whilst also providing helpful resources such as sizing guides, a list of useful addresses, and case studies from renowned theatrical organizations.

In the world of theatre, the technical director is responsible for overseeing the safe and efficient realization and implementation of scenery for the stage. The Technical Director's Toolkit is the first book to address every nut and bolt of this multifaceted job, guiding you through the step-by-step processes of technical direction and the responsibilities of the TD in the mounting of a theatrical production. Leadership, management, relationship building, personal responsibility, and problem solving are addressed, showing you not only how to become a more efficient and effective TD, but also how to be a collaborative member of a production team that artists will seek to work with again and again. The book also addresses scene shop design, facility repair and maintenance, and finishes with a brief overview of other areas of technical theatre that help round out the far reaching skill set of a successful TD.

This book examines volatility, uncertainty, complexity and ambiguity (VUCA) and addresses the need for broader knowledge and application of new concepts and frameworks to deal with unpredictable and rapid changing situations. The premises of VUCA can shape all aspects of an organization. To cover all areas, the book is divided into six sections. Section 1 acts as an introduction to VUCA and complexity. It reviews ways to manage complexity, while providing examples for tools and approaches that can be applied. The main focus of Section 2 is on leadership, strategy and planning. The chapters in this section create new approaches to handle VUCA environments pertaining to these areas including using the Tetralemma logics, tools from systemic structural constellation (SySt) approach of psychotherapy and organizational development, to provide new ideas for the management of large strategic programs in organizations. Section 3 considers how marketing and sales are affected by VUCA, from social media's influence to customer value management. Operations and cost management are highlighted in Section 4. This section covers VUCA challenges within global supply chains and decision-oriented controlling. In Section 5 organizational structure and process management are showcased, while Section 6 is dedicated to addressing the effects of VUCA in IT, technology and data management. The VUCA forces present businesses with the need to move from linear modes of thought to problem solving with synthetic and simultaneous thinking. This book should help to provide some starting points and ideas to deal with the next era. It should not be understood as the end of the road, but as the beginning of a journey exploring and developing new concepts for a new way of management.

Introduces a realistic approach to leading, managing, and growing your Agile team or organization. Written for current managers and developers moving into management, Appelo shares insights that are grounded in modern complex systems theory, reflecting the intense complexity of modern software development. Recognizes that today's organizations are living, networked systems; that you can't simply let them run themselves; and that management is primarily about people and relationships. Deepens your understanding of how organizations and Agile teams work, and gives you tools to solve your own problems. Identifies the most valuable elements of Agile management, and helps you improve each of them.

The Effective Manager is a hands-on practical guide to great management at every level. Written by the man behind Manager Tools, the world's number-one business podcast, this book distills the author's 25 years of management training expertise into clear, actionable steps to start taking today.

Alex Rogo is a harried plant manager working ever more desperately to try and improve performance. His factory is rapidly heading for disaster. So is his marriage. He has ninety days to save his plant - or it will be closed by corporate HQ, with hundreds of job losses. It takes a chance meeting with a colleague from student days - Jonah - to help him break out of conventional ways of thinking to see what needs to be done. Described by Fortune as a 'guru to industry' and by Businessweek as a 'genius', Eliyahu M. Goldratt was an internationally recognized leader in the development of new business management concepts and systems. This 20th anniversary edition includes a series of detailed case study interviews by David Whitford, Editor at Large, Fortune Small Business, which explore how organizations around the world have been transformed by Eli Goldratt's ideas. The story of Alex's fight to save his plant contains a serious message for all managers in industry and explains the ideas which underline the Theory of Constraints (TOC) developed by Eli Goldratt. Written in a fast-paced thriller style, The Goal is the gripping novel which is transforming management thinking throughout the Western world. It is a book to recommend to your friends in industry - even to your bosses - but not to your competitors!

Action research, explored in this book, is a seven-step process for improving teaching and learning in classrooms at all levels. Through practical examples, research tools, and easy-to-follow "implementation strategies," Richard Sagor guides readers through the process from start to finish. Learn how to uncover and use the data that already exist in your classrooms and schools to answer significant questions about your individual or collective concerns and interests. Sagor covers each step in the action research process in detail: selecting a focus, clarifying theories, identifying research questions, collecting data, analyzing data, reporting results, and taking informed action. Drawing from the experience of individual teachers, faculties, and school districts, Sagor describes how action research can enhance teachers' professional standing and efficacy while helping them succeed in settings characterized by increasingly diverse student populations and an emphasis on standards-based reform. The book also demonstrates how administrators and policymakers can use action research to bolster efforts related to accreditation, teacher supervision, and job-embedded staff development. Part how-to guide, part inspirational treatise, *Guiding School Improvement with Action Research* provides advice, information, and encouragement to anyone interested in reinventing schools as learning communities and restructuring teaching as the true profession it was meant to be.

Production Planning and Control draws on practitioner experiences on the shop floor, covering everything a manufacturing or industrial engineer needs to know on the topic. It provides basic knowledge on production functions that are essential for the effective use of PP&C techniques and tools. It is written in an approachable style, thus making it ideal for readers with limited knowledge of production planning. Comprehensive coverage includes quality management, lean management, factory planning, and how they relate to PP&C. End of chapter questions help readers ensure they have grasped the most important concepts. With its focus on actionable knowledge and broad coverage of essential reference material, this is the ideal PP&C resource to accompany work, research or study. Uses practical examples from the industry to clearly illustrate the concepts presented Provides a basic overview of statistics to accompany the introduction to forecasting Covers the relevance of PP&C to key emerging themes in manufacturing technology, including the Industrial Internet of Things and Industry 4

This book provides a consistent and holistic managerial approach to product management and presents a practical and comprehensive methodology (roles, processes, tasks, and deliverables) that covers all aspects of product management. It helps students of product management, product management practitioners, product management organizations, and corporations understand the value, theory, and implementation of product management. It outlines a practical approach to clarify role definitions, identify responsibilities, define processes and deliverables, and improve the ability to communicate with stakeholders. The book details the fundamentals of the Blackblot Product Manager's Toolkit® (PMTK) product management methodology, a globally adopted best practice.

The book *Lifhack* calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—*Fast Company* Since it was first published almost fifteen years ago, David Allen's *Getting Things Done* has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of *Getting Things Done* will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

The overwhelming majority of a software system's lifespan is spent in use, not in design or implementation. So, why does conventional wisdom insist that software engineers focus primarily on the design and development of large-scale computing systems? In this collection of essays and articles, key members of Google's Site Reliability Team explain how and why their commitment to the entire lifecycle has enabled the company to successfully build, deploy, monitor, and maintain some of the largest software systems in the world. You'll learn the principles and practices that enable Google engineers to make systems more scalable, reliable, and efficient—lessons directly applicable to your organization. This book is divided into four sections: Introduction—Learn what site reliability engineering is and why it differs from conventional IT industry practices Principles—Examine the patterns, behaviors, and areas of concern that influence the work of a site reliability engineer (SRE) Practices—Understand the theory and practice of an SRE's day-to-day work: building and operating large distributed computing systems Management—Explore Google's best practices for training, communication, and meetings that your organization can use

Describes a method of negotiation that isolates problems, focuses on interests, creates new options, and uses objective criteria to help two parties reach an agreement Essential tools busy managers need to get the best out of their teams and people People who manage people face a number of challenges, from keeping workers engaged and performing at a high level to dealing with absenteeism and bad behaviour in the workplace. In *The People Manager's Toolkit*, leadership and people management specialist Karen Gately offers a suite of practical tools for optimising staff performance and dealing with a wide variety of "people issues." Avoiding all human resources jargon and complicated management theory, this straightforward how-to guide shows you practical everyday solutions to common problems. You'll learn to effectively leverage the tools to improve business results, whether your issue is getting people to do more than just the bare minimum, deciding on appropriate financial incentives, or any other issue that involves people and those who lead them. Written by the highly regarded founder of Ryan Gately, the specialist consulting practice on human capital management based in Melbourne, Australia Features practical, effective advice for dealing with and solving almost any people problem at work Includes real-world case studies that showcase the

book's tools and tips in action Whether you just need a little help keeping your people motivated or you've got so many problems that you don't even know where to start, The People Manager's Toolkit gives you the strategies and solutions you need to solve virtually any issue.

The revolutionary guide that challenged businesses around the world to stop selling to their buyers and start answering their questions to get results; revised and updated to address new technology, trends, the continuous evolution of the digital consumer, and much more In today's digital age, the traditional sales funnel—marketing at the top, sales in the middle, customer service at the bottom—is no longer effective. To be successful, businesses must obsess over the questions, concerns, and problems their buyers have, and address them as honestly and as thoroughly as possible. Every day, buyers turn to search engines to ask billions of questions. Having the answers they need can attract thousands of potential buyers to your company—but only if your content strategy puts your answers at the top of those search results. It's a simple and powerful equation that produces growth and success: They Ask, You Answer. Using these principles, author Marcus Sheridan led his struggling pool company from the bleak depths of the housing crash of 2008 to become one of the largest pool installers in the United States. Discover how his proven strategy can work for your business and master the principles of inbound and content marketing that have empowered thousands of companies to achieve exceptional growth. They Ask, You Answer is a straightforward guide filled with practical tactics and insights for transforming your marketing strategy. This new edition has been fully revised and updated to reflect the evolution of content marketing and the increasing demands of today's internet-savvy buyers. New chapters explore the impact of technology, conversational marketing, the essential elements every business website should possess, the rise of video, and new stories from companies that have achieved remarkable results with They Ask, You Answer. Upon reading this book, you will know: How to build trust with buyers through content and video. How to turn your web presence into a magnet for qualified buyers. What works and what doesn't through new case studies, featuring real-world results from companies that have embraced these principles. Why you need to think of your business as a media company, instead of relying on more traditional (and ineffective) ways of advertising and marketing. How to achieve buy-in at your company and truly embrace a culture of content and video. How to transform your current customer base into loyal brand advocates for your company. They Ask, You Answer is a must-have resource for companies that want a fresh approach to marketing and sales that is proven to generate more traffic, leads, and sales.

Grow better not bigger with proven low-tech, human-scale, biointensive farming methods

Why are some products a hit while others never see the light of day? While there's no foolproof way to tell what will succeed and what won't, every product has a chance as long as it's supported by research, careful planning, and hard work. -Written by successful product manager Marc Abraham, My Product Management Toolkit is a comprehensive guide to developing a physical or digital product that consumers love. Here's a sample of what you'll find within these pages: Strategies for determining what customers want—even when they don't know themselves Clear suggestions for developing both physical and digital products Effective methods to constantly iterate a product or feature Containing wisdom from Abraham's popular blog, this book explores product management from every angle, including consumer analysis, personnel management, and product evolution. Whether you're developing a product for a small start-up or a multinational corporation, this book will prove invaluable.

Based on the largest worldwide study of employee engagement and more than a decade of research, Gallup explains the 12 elements essential to motivating employees and features the inspiring stories of 12 managers who succeeded in these dimensions. More than a decade ago, Gallup combed through its database of more than 1 million employee and manager interviews to identify the elements most important in sustaining workplace excellence. These elements were revealed in the international bestseller First, Break All the Rules. 12: The Elements of Great Managing is that book's long-awaited sequel. It follows great managers as they harness employee engagement to turn around a failing call center, save a struggling hotel, improve patient care in a hospital, maintain production through power outages, and successfully face a host of other challenges in settings around the world. Gallup's study now includes 10 million employee and manager interviews spanning 114 countries and conducted in 41 languages. In 12, Gallup weaves its latest insights with recent discoveries in the fields of neuroscience, game theory, psychology, sociology and economics. Written for managers and employees of companies large and small, 12 explains what every company needs to know about creating and sustaining employee engagement.

How do today's most successful tech companies—Amazon, Google, Facebook, Netflix, Tesla—design, develop, and deploy the products that have earned the love of literally billions of people around the world? Perhaps surprisingly, they do it very differently than the vast majority of tech companies. In INSPIRED, technology product management thought leader Marty Cagan provides readers with a master class in how to structure and staff a vibrant and successful product organization, and how to discover and deliver technology products that your customers will love—and that will work for your business. With sections on assembling the right people and skillsets, discovering the right product, embracing an effective yet lightweight process, and creating a strong product culture, readers can take the information they learn and immediately leverage it within their own organizations—dramatically improving their own product efforts. Whether you're an early stage startup working to get to product/market fit, or a growth-stage company working to scale your product organization, or a large, long-established company trying to regain your ability to consistently deliver new value for your customers, INSPIRED will take you and your product organization to a new level of customer engagement, consistent innovation, and business success. Filled with the author's own personal stories—and profiles of some of today's most-successful product managers and technology-powered product companies, including Adobe, Apple, BBC, Google, Microsoft, and Netflix—INSPIRED will show you how to turn up the dial of your own product efforts, creating technology products your customers love. The first edition of INSPIRED, published ten years ago,

established itself as the primary reference for technology product managers, and can be found on the shelves of nearly every successful technology product company worldwide. This thoroughly updated second edition shares the same objective of being the most valuable resource for technology product managers, yet it is completely new—sharing the latest practices and techniques of today's most-successful tech product companies, and the men and women behind every great product.

The Stage Manager's Toolkit provides a comprehensive account of the role of the stage manager for live theatre with a focus on both written and verbal communication best practices. The book outlines the duties of the stage manager and assistant stage manager throughout a production, discussing not only what to do but why. The book identifies communication objectives for each phase of production, paperwork to be created, and the necessary questions to be answered in order to ensure success. This book was written for Stage Management courses in Theatre programs and for the working professional.

Radical Candor is the sweet spot between managers who are obnoxiously aggressive on the one side and ruinously empathetic on the other. It is about providing guidance, which involves a mix of praise as well as criticism, delivered to produce better results and help employees develop their skills and boundaries of success. Great bosses have a strong relationship with their employees, and Kim Scott Malone has identified three simple principles for building better relationships with your employees: make it personal, get stuff done, and understand why it matters. Radical Candor offers a guide to those bewildered or exhausted by management, written for bosses and those who manage bosses. Drawing on years of first-hand experience, and distilled clearly to give actionable lessons to the reader, Radical Candor shows how to be successful while retaining your integrity and humanity. Radical Candor is the perfect handbook for those who are looking to find meaning in their job and create an environment where people both love their work, their colleagues and are motivated to strive to ever greater success.

Outlines a revisionist approach to management while arguing against common perceptions about the inevitability of startup failures, explaining the importance of providing genuinely needed products and services as well as organizing a business that can adapt to continuous customer feedback.

Script Analysis for Theatre: Tools for Interpretation, Collaboration and Production provides theatre students and emerging theatre artists with the tools, skills and a shared language to analyze play scripts, communicate about them, and collaborate with others on stage productions. Based largely on concepts derived from Stanislavski's system of acting and method acting, the book focuses on action - what characters do to each other in specific circumstances, times, and places - as the engine of every play. From this foundation, readers will learn to distinguish the big picture of a script, dissect and 'score' smaller units and moment-to-moment action, and create individualized blueprints from which to collaborate on shaping the action in production from their perspectives as actors, directors, and designers. Script Analysis for Theatre offers a practical approach to script analysis for theatre production and is grounded in case studies of a range of the most studied plays, including Sophocles' Oedipus the King, Shakespeare's Twelfth Night, Henrik Ibsen's Hedda Gabler, Georg Büchner's Woyzeck, Oscar Wilde's The Importance of Being Earnest, Tennessee Williams's A Streetcar Named Desire, and Paula Vogel's How I Learned to Drive, among others. Readers will develop the real-life skills professional theatre artists use to design, rehearse, and produce plays.

"Our theater world is so much better with this book in it, and even better with Cary and Jay at the helm." –David Stewart, Director of Production for the Guthrie Theater
The Production Manager's Toolkit is a comprehensive introduction to a career in theatrical and special event production for new and aspiring professionals, given by expert voices in the field. The book discusses management techniques, communication skills, and relationship building tactics to create effective and successful production managers. With a focus on management theory, advice from top production managers provide insights into budgeting, scheduling, meetings, hiring, maintaining safety, and more. Through interviews and case studies, the history and techniques of production management are explored throughout a variety of entertainment venues: theatre, dance, opera, and special events. The book includes references, tools, templates, and checklists; and a companion website contains downloadable paperwork and links to other useful resources such as unions, venues, and vendors. This book is written for student and professional production managers.

With forty well-structured and easy to follow topics to choose from, each workbook has a wide range of case studies, questions, and activities to meet both the individual or organization's training needs. Whether studying for an ILM qualification or looking to enhance the skills of your employees, 'Super Series' provides essential solutions, frameworks and techniques to support management and leadership development.

Inventory control is an essential task in production management. An effective inventory control can significantly reduce the holding cost and hence, total production cost. Selecting and implementing a suitable production control system plays an important role in inventory reduction and performance improvement of a production system. Since the introduction of Toyota's just-in-time philosophy, pull control systems have been adopted by numerous companies worldwide, both in the manufacturing and service sectors. This book provides some recent developments in production management and presents modeling and analysis tools for pull production control systems. It contributes by combining theoretical findings and case study analysis results with a practical and contemporary view on how to effectively manage and control production systems. Each chapter in this book focuses on a specific topic in production control systems, allowing readers to identify the chapters that relate to their interests. More specifically, the book is presented in three sections. The first section focuses on the design and implementation aspects of the pull production control systems, as well as performance evaluation approaches for pull systems. The second section presents a recent and comprehensive literature review. Three different case studies on implementation of pull production control systems are presented in the last section. This book can be used as an essential source for students and scholars who need to specifically study the pull control systems. Since the

superiority of these systems is controversial, the book can also provide an interesting and informative read for practitioners, managers, and employees who need to deepen their knowledge on pull production management systems.

Publishers and independent authors everywhere are excited-and somewhat anxious-about the move toward digital publishing. eBooks are revolutionizing the publishing world, and eBook reading devices like the Amazon Kindle are on the forefront of this revolution. However, the text formatting the Kindle requires can be hard to decipher and even harder to implement. This book serves as a guide to the process of formatting eBooks that look great on the Kindle every time. Each step is explained in detail, with examples and formatting tips found nowhere else. In addition to instructions for the conversion and formatting process, this book contains detailed explanations of all the HTML and CSS markup supported by the Kindle, instructions for achieving optimal image display quality on the E Ink screen, and other details about the Kindle's formatting requirements previously left to chance or speculation. Beautiful eBooks are at your fingertips. The Kindle and its readers await.

The world's most trusted guide for leaders in transition Transitions are a critical time for leaders. In fact, most agree that moving into a new role is the biggest challenge a manager will face. While transitions offer a chance to start fresh and make needed changes in an organization, they also place leaders in a position of acute vulnerability. Missteps made during the crucial first three months in a new role can jeopardize or even derail your success. In this updated and expanded version of the international bestseller *The First 90 Days*, Michael D. Watkins offers proven strategies for conquering the challenges of transitions—no matter where you are in your career. Watkins, a noted expert on leadership transitions and adviser to senior leaders in all types of organizations, also addresses today's increasingly demanding professional landscape, where managers face not only more frequent transitions but also steeper expectations once they step into their new jobs. By walking you through every aspect of the transition scenario, Watkins identifies the most common pitfalls new leaders encounter and provides the tools and strategies you need to avoid them. You'll learn how to secure critical early wins, an important first step in establishing yourself in your new role. Each chapter also includes checklists, practical tools, and self-assessments to help you assimilate key lessons and apply them to your own situation. Whether you're starting a new job, being promoted from within, embarking on an overseas assignment, or being tapped as CEO, how you manage your transition will determine whether you succeed or fail. Use this book as your trusted guide.

Zeroing in on the specific skills that make great managers stand out from the pack, this comprehensive guide is both an essential primer for new managers and a valuable resource for seasoned executives. From hiring and retaining good people to motivating and developing team members, from understanding key financial statements to delegating work effectively, and from setting goals for others to managing your own career, this actionable guide walks readers through every aspect of managing in a complex business world. Filled with practical tools and tips, this essential toolkit helps managers to stay at the top of their game.

Explains how Billy Beene, the general manager of the Oakland Athletics, is using a new kind of thinking to build a successful and winning baseball team without spending enormous sums of money.

The Stage Manager's Toolkit, Third Edition provides a comprehensive account of the role of the stage manager for live theatre with a focus on both written and verbal communication best practices. The book outlines the duties of the stage manager and assistant stage manager throughout a production, discussing not only what to do but why. It also identifies communication objectives for each phase of production, paperwork to be created, and the necessary questions to be answered in order to ensure success. This third edition includes: an updated look at digital stage management tools including script apps, cloud storage, and social media practices; a new discussion on creating a healthy and safe rehearsal space; updated paperwork examples; new information on Equity practices for the student and early career stage managers. Written for the stage management student and early career stage manager, this book is a perfect companion to any university Stage Management course. A companion website hosts customizable paperwork templates, instructional video, links to additional information, teacher tools for each individual chapter, and a bonus chapter on teaching stage management.

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The Production Manager's Toolkit is a comprehensive introduction to a career in theatrical and special event production for new and aspiring professionals, given by expert voices in the field. The book discusses management techniques, communication skills, and relationship building tactics to create effective and successful production managers. With a focus on management theory, advice from top production managers provide insights into budgeting, scheduling, meetings, hiring, maintaining safety, and more. Through interviews and case studies, the history and techniques of production management are explored throughout a variety of entertainment venues: theatre, dance, opera, and special events. The book includes references, tools, templates, and checklists; and a companion website contains downloadable paperwork and links to other useful resources such as unions, venues, and vendors.

An important activity for an organization's leaders and managers is making decisions associated with problem-solving. Making decisions is a complex endeavor where choices are made from courses of action where resources are limited and in the presence of constraints. Written as a guide, this book offers a quantitative approach to decision-making. The process of decision-making is presented from a holistic point of view. This book offers a basic understanding of the issues and processes involved in decision-making by presenting the tools associated with problem analysis, tools that enable developing choices, as well as tools used to normalize judgment criteria achievement so that they are comparable across measures using different scales. Several solution methods for decision problems that have one evaluation criterion are explained first. Methods for problems with multiple criteria for evaluating alternate solutions are discussed as well. The multiple criteria methods include those that do not require any explicit preference or trade-off information from the decision-maker and those that do require the decision-maker's preference or trade-off information. The intended audience of the book includes technical and nontechnical professionals, managers, and supervisors at all levels, and engineering and business educators. The book would also be useful to undergraduate students, beginning graduate students, and recent graduates of professional programs, or in mathematics, computer science, natural sciences, and humanities.

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