

Roberts Rules In Plain English

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when doing an evaluation or assessment The Essential Department Chair Second Edition contains a wealth of new realistic case studies to equip leaders in this pivotal position to excel in departmental and institutional life Spiritual Care in Everyday Nursing Practice Janice Clarke,2013-05-31 As changes in technology policy and management put an increasing emphasis on processes and procedures in nursing and health care how do we continue to make room for compassion the ancient human value that calls most nurses to the profession In Spiritual Care in Everyday Nursing Practice Janice Clarke argues that it is compassionate care of the whole person body and soul which is at the heart of nursing practice that values the individual and respects their dignity Rather than seeing spiritual care as an addition to what nurses already do this new approach considers it a natural part of compassionate care which doesn t present the nurse with an extra ambiguous burden to deal with Providing a brief historical introduction to the concept of spirituality Clarke examines the ways in which our spiritual life a source of strength and meaning can be influenced by factors such as age illness and suffering and mental illness as well as our religious beliefs Providing a practical guide to talking about and working with spirituality she explores how nurses might imbue all their practice including the physical aspects of care from use of touch to helping patients to move bathe and eat with an attention to spiritual needs A timely accessible and practical introduction to a concept that is under explored in contemporary nursing literature this book will be of great value to students and professionals alike

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our legal system Roberta's Rules of Order Alice Collier Cochran, 2004-02-03 A consultant for nonprofit management support organizations challenges nonprofit leaders to retire Robert's Rules of Order and adopt a simpler friendlier and more effective method for conducting meetings Plain English Handbook James Martyn Walsh, 1982 A handbook of rules for English usage and grammar Robert's Rules in Plain English Doris P. Zimmerman, 1997-09-05 A revised edition of the bestselling Robert's Rules in Plain English which still stands as the most concise most user friendly guide to parliamentary procedure on the market today If you ve ever had to run a meeting according to parliamentary procedures you know just how difficult it is to keep track of all the rules much less follow them Figuring out what to say and how to say it seems an impossible task Robert's Rules in Plain English 2nd edition is the solution to that problem Not only does it provide you with the essential basic rules in simple straightforward English it also includes summaries outlines charts and sample dialogues so you can see exactly how these rules work in practice With an extended glossary and new chapters on electronic meetings and internet usage Robert's Rules in Plain English 2nd edition is an authoritative modern guide to running a meeting successfully Modern Legal Drafting Peter Butt, Richard Castle, 2001-06-04 This clearly structured and well and keeping it on track referenced book shows how and why traditional legal language has developed some of the peculiar characteristics that sometimes make legal documents inaccessible to the end users It examines recent reforms in the UK Australia New Zealand and North America and provides a critical examination of case law and the rules of interpretation Practical elements are also covered Detailed case studies illustrate how obtuse words and phrases can be reworked or removed Particularly useful is the step by step guide to drafting in the modern style using examples drawn from four types of legal documents leases company constitutions wills and conveyances Readers of this book will receive clear instructions on how to make their writing clearer and their legal documents more useful to clients and colleagues This book will benefit all law students and professionals

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