

## Complete Idiots Guide To Dealing With Difficult Employees

You're no idiot, of course. You know how to push a toddler on a swing, the recipe for the gooey chocolate chip cookies, and even how to get teens to confide in you. Your own kids think you're hip, too (although they'd never admit to it). But when it comes to figuring out how not to come across as the wicked stepparent, you feel like you need a magical potion. Don't reach for the garlic yet! The Complete Idiot's Guide® to Stepparenting gives you sanity-saving advice for dealing with the stepfamily, getting to know your stepchildren, and feeling confident in your role.

The healthy vegan diet-made easy. Vegans face their own special challenges when it comes to nutrition and this book provides answers. There are about one million vegans in the U.S. and about 50,000 new ones every year. A growing number of physicians advocate a completely plant-based diet for many of their patients who suffer from diabetes, heart disease, and cancer. In The Complete Idiot's Guide® to Plant-Based Nutrition, readers will find: ? Where to get nutrients that others get from meat and dairy. ? How to avoid the vegan pitfall of overfed but undernourished. ? How to spot hidden animal ingredients in packaged foods. ? Tips for eating at restaurants. ? Special considerations for children and seniors.

The Complete Idiot's Guide® to Learning German, Fourth Edition couches the more academic topics, such as verb tenses, in useful travel-themed chapters dealing with everything from shopping, renting cars, banking, making a phone call, visiting a doctor, going to the post office, to banking. This edition includes a new audio CD with nearly an hour of listen-and-learn exercises to get you speaking German like a native.

You're no idiot, of course. You know how confusing dating can be. And whether you've got first-date jitters or first-kiss fears, you're just not sure how to deal. But dating doesn't have to be so difficult—all you need are a few tips on how to put your best self forward! The Complete Idiot's Guide® to Dating for Teens can show you how to: \* Figure out the do's and don'ts of dating etiquette—from "Who pays for what?" to "When should I call?" \* Let someone know you're into them. \* Deal with your parents if they don't like who you're dating. \* Know if you're ready to go steady. \* Pick fun stuff to do on a date. \* Handle a breakup.

Through practical advice and helpful tips, this informative handbook explains how one can learn to cope with typical in-law problems, including money, the children, family loyalty, where to spend the holidays, and more. Original.

You're no idiot, of course. You know that feng shui is an ancient Chinese practice that's received a lot of attention lately. But when it comes to understanding what exactly feng shui is --or even how to pronounce it--you feel like you're scaling the Great Wall of China. Don't fall off just yet! The Complete Idiot's Guide to Feng Shui teaches you everything you need to know to embrace this ancient and complex art and science. In this Complete Idiot's Guide, you'll find:

Discusses how to recognize stressful situations and offers tips for managing time, balancing activities, examining problems, and taming tension.

The ultimate resource for getting on the ball. The Complete Idiot's Guide® to Soccer Basics explains anything and everything a parent or new coach needs to know to understand the game and make the most of a child's soccer experience. From the rules of the game to playing techniques, this is a one-volume course for parents and children to score winning goals. - Since 1974, total individual participation in U.S. soccer programs has grown from 100,000 to more than 3 million, primarily young players between the ages of 6 and 14 - Most parents of today's youth soccer players didn't play soccer themselves growing up, and will welcome this reference book - Includes game strategies and practice techniques for every player position

You're no idiot, of course. You can hold your own in water cooler conversation, are the life of the party at get-togethers, and have no problem firing a quick comeback at your smart-alecky friends. But when it comes to standing onstage in front of a group of people, you feel like you're the one in your underwear, not the audience. Don't hide behind the lectern just yet. The 'Complete Idiot's Guide to Public Speaking, Second Edition' helps you feel confident and build the skills you need to deliver winning speeches and presentations. In this completely revised and updated Complete Idiot's Guide, you'll find: -Professional guidance on identifying your audience and adapting to the situation. -Expert advice on effective wardrobe and body language. -Useful pointers on how to tell jokes. -Valuable tips on handling hecklers and negative audiences. -Cutting edge information on using Powerpoint and other visual aids.

Clear answers on correctly diagnosing and living with bipolar disorder. This comprehensive and reliable guide addresses how bipolar disorder is different from other disorders, the latest research into bipolar treatments, strategies for living with bipolar disorder, and much more. -Bipolar disorder is estimated to be the sixth leading cause of disability in the world, and the number of Americans diagnosed as bipolar may be as high as 10 million -Includes information on parenting a child with bipolar disorder

A clear path out of the nightmare. Identity theft is one of the fastest growing crimes in the United States and in many cases the victim has no knowledge of the theft until the situation is dire. Author Mari J. Frank, an attorney and advocate for victims of identity theft, takes the reader through every step necessary to reclaim their identity and wipe the records of theft off of all reports. Covers every kind of fraud including bank, credit card, loans, insurance, medical, government, tax, professional license, business, employer, and online A step by step process to reclaiming identity and wiping the records of theft off all reports

You're no idiot, of course. You've got tons of talent, but when it comes to bringing it centerstage you feel like you're just winging it. You love the smell of the greasepaint and the roar of the crowd, but you're not sure how to follow your dream. Don't overreact! 'The Complete Idiot's Guide to Acting' will help you hone your thespain skills and step into the limelight! In this 'Complete Idiot's Guide', you get: -Auditioning etiquette and tips on making a strong impression. -Rehearsal rigor, from read-throughs and blocking to taking stage directions and dealing with backstage gossip. -Tips on balancing theatrics with other obligations like school, work, and your family. -Tons more reasons why acting is important, from how it affects your everyday life to how it could help get you a scholarship or a promotion.

The Complete Idiot's Guide to Winning Through Negotiation is a practical guide to help anyone work out solid agreements whether in business or personal dealings. It provides advice from professionals who have perfected the art of the deal.

You'd think getting into college was the hard part—years of studying for great grades, taking SATs, filling out applications and waiting in agony for the acceptance letters. Someone should have told you that was just the beginning.... The Complete Idiot's Guide® to College Survival begins where those how-to-get-into-college guides leave off, from packing gear and arriving on campus for the first time to graduation. The "bible" of college life, it offers information on making good grades, dealing with roommates, finding social activities, balancing work and other extracurricular activities and more.

A down-to-earth resource for a more-for-me life. Through practical information from an author who works about three days a week,

The Complete Idiot's Guide® to Working Less, Earning More will help readers get more time and more money by learning how to:  
?Think about the modern-day work ethic in a new way ?Set income-focused goals, and achieve them ?Build, and maintain, powerful relationships and networks ?Round out skill sets to be more marketable ?Maximize technology to minimize time spent on minutia ?Avoid time wasters and efficiency traps

Gives suggestions for dealing with inappropriate workplace behavior, poor customer service, and tough negotiators

Easy ways of dealing with difficult people. Psychotherapist Arlene Matthews Uhl offers the most effective strategies for dealing with difficult people, from strangers and co-workers to friends and family, by characterizing the four major types and revealing specific methods to cope with them in every aspect of life. ?Jargon-free, practical advice and strategies, for home and at work ?Unique approach based on behavioral patterns, not simply personality types ?Includes tactics on diffusing tense encounters in any situation ?Features tips for 'cutting the cord' when personal relationships become too difficult

Updated to incorporate the latest techniques, strategies, and technologies, a comprehensive guide to daytrading, the new trend that allows anyone to play the stock market over the Internet, includes everything that a potential Daytrader needs to know, from effective techniques to essential advice. Original.

Covers all aspects including Facebook Marketplace, FacebookPlaces, and Facebook Deals.

An updated guide to professional dressing explains how to create and care for a success-minded wardrobe

Market more successfully-with thousands of powerful, persuasive words. This reference is for anyone who needs to write effective marketing copy-for ads, catalogs, brochures, letters, press releases, displays, fundraising materials, and more. With thousands of entries, it does the brainstorming for you-and sparks ideas that stand out in a sea of hype. -Three A-to-Z sections: descriptive words, promotional words, and words organized by industry (cosmetics, food, travel, computers, etc.) -Extensive synonym lists for frequently used marketing words: 45 words for big; 19 words for authentic; 27 words for clean; 46 words for money; ... and 10 words for purple -Additional lists of Related Words and Phrases, Expressions, Symbols, and Antonyms -Also features A Concise Guide to Copywriting, with chapters on consumer psychology; tricks of the trade; grammar and style tips; and 7 Qualities that Make a Great Copywriter

Provides advice on starting a consulting business covering such topics as ethics, data gathering, multiple-income stream strategy, professionalism, marketing, and fee structures.

A roadmap for success; the strategies to use and pitfalls to avoid.

You're no idiot, of course. You skillfully manage your kids' temper tantrums, diplomatically handle office politics, and even pleasantly deal with your friends' bickering. But when it comes to handling customer service, you feel utterly lost. It's time to make great customer service an indispensable part of your daily operation! The Complete Idiot's Guide to Great Customer Service teaches you how to create the "Service Difference"--service that genuinely pleases your customers and sets your organization apart from the pack.

-- The teen audience is "poised for growth, " according to trade publishers; a five-page article on publishing for teens appeared in the 10/23/00 issue of Publishers Weekly. -- Written with the assistance of a research associate at the University of Southern California who specializes in aspects of the body's response to stress and has taught workshops in coping with stress. -- According to a study conducted by the University of Michigan, Ann Arbor, a third of U.S. teens say they feel stressed on a daily basis; nearly two thirds say they are stressed at least once a week. The Complete Idiot's Guide "RM" to Dealing with Stress for Teens covers it all: Welcome to the teen age -- how did life get so -- well, stressful, anyway? Turns out, things really are different now than they were when your parents were teens (you knew it all the time); fight or flight, and the positives (yes, positives) and negatives of stress; school dazed and confused -- dating, peer pressure, grades, grown-ups' expectations -- who wouldn't be stressed out?; stress and its buddies -- anxiety and depression; stress and hormone changes; tension tamers that really work; and talking it out, working it out -- and when to ask for help.

One person's loss is another person's gain. This invaluable guide explains everything readers need to know about finding and financing foreclosed and soon-to-be foreclosed residential properties with the highest potential return. Completely updated, this new edition reflects recent changes in the way banks and the government dispose of foreclosed properties, covers new laws, and advises how to steer clear of scams. ? First edition sold more than 30,000 copies in a year and a half ? The national residential foreclosure rate rose to from .75% to 1.16% (of all mortgages) by the end of 2006-the biggest jump in 30 years ? Foreclosures are expected to continue to increase as interest rates rise and monthly payments on short-term variable rate and interest-only loans make homes unaffordable

The truth behind the causes and effects of America's economic downturn. The Complete Idiot's Guide® to the Financial Crisis explains the root causes and connects the events and issues with the problems that have confronted Americans over the course of more than a year, giving readers an unvarnished, unbiased, and in-depth analysis of the factors that lead up to the crisis, the major events that defined it, and the decisions and ramifications that resulted from it. ?Interest in the financial crisis continues to build with several high-profile books and an HBO movie due out in 2010, as well as the success of Michael Moore's Capitalism: A Love Story ?Much of the financial crisis writing to date has been of the breaking news variety - this book will be one of the first books published after the smoke has cleared to offer a comprehensive analysis of what happened and how

Offers advice for those suffering from a painful breakup, including how to identify the "danger signals" and realize when a relationship is about to end and how to keep the situation under control

Make the dream of opening a retail business a reality. The fastest-growing segment of small business is retail-everything from clothing to linens, books to boats, gourmet pans to furniture. With over 30 years' experience in retail, national expert and consultant James Dion offers practical, hands-on tips and advice on all aspects of retail business, from choosing the right business model and finding the ideal location to financing, purchasing, and marketing. ? Expert author with a high industry profile ? Practical, hands-on steps on how to build a successful retail business ? Up-to-date information on the retail market

Tap the talent and get the most from your team. The solution to every new manager's problems, this fully updated and revised guide shows how to get the most and the best from one's staff and covers leadership, team management, delegation, reward/discipline systems and more. New to this edition: updated information on working with employees on goal and career management, downsizing and laying off employees, sexual harassment and EOE, interviewing techniques, and more. Updated and revised with updates on layoffs, sexual harassment, interviewing, and more. Pell is an expert in his field, with 50 years in HR and teaching experience.

Team building remains a key component to a successful work environment. With The Complete Idiot's Guide® to Team Building, learn: Quick and easy guidance on making America's newest way of working for your team Idiot-proof steps for creating a team and getting the most out of it Down-to-earth advice on training, delegating, communicating, setting goals, and more "Dr. Pell has written a delightfully entertaining 'how-to' manual that is not only a prime training tool for new team leaders, but a reference guide for all managers, regardless of their level of proficiency and experience. . . this book is a must-read."-Franklin C. Ashby, Ph.D., president of Manchester Training

Learning bridge isn't like learning poker or blackjack, where the basic rules can be explained in a few minutes. Entire books have been written on the bidding aspects alone, and learning the language of bridge can be intimidating to new players. But 60 million bridge players worldwide is evidence enough that people don't seem to be discouraged by the game's challenging rules and concepts. And why should they be when there's The Complete Idiot's Guide® to Bridge, Third Edition, to teach them the game in a fun and easy-to-understand format? This new edition includes modern bidding techniques and examples to make learning the game even easier, a pull-out reference card for beginning

players to have at the table with them as they learn the game, and bonus chapters online that cover some of the more advanced aspects of the game.

A penny saved may be a penny earned, but a penny invested can be even more. In this financial crisis, old advice about equities, mutual funds, commodities, and real estate may no longer hold. here is a fresh look at all aspects of investing to help readers protect and grow their wealth. This edition includes the most current information on: corporate fundamentals; the sub-prime crisis and its effects; practical tools for evaluating mutual funds; advice about riding the equity market; and the use of Exchange traded Funds.

The smart way to succeed in electronic trading. There is money to be made in active electronic trading, if investors know the rules of the game and the right investing strategies. This guide includes all the information nonprofessional traders need to be successful at day trading stocks in today's market, with tips and up-to-the-minute information on the newest technologies, the amazing opportunities in both American and international markets, and strategies for how to profit from them. ?Most current day trading guide available ?Up-to-date screen captures of dozens of actual trading scenarios ?The newest information sites and technologies ?Full glossary of trading terms

The Complete Idiot's Guide to Dealing with In-lawsMacmillan Distribution

Do it yourself ... and keep the commission! CD-ROM included. Now anyone who wants to sell their home on their own can learn how. Whether readers are willing to pay a small commission for online help or a flat fee for an MLS listing, or they want to handle every step on their own, this guide will walk them through the process, providing tips on everything from signs and open houses to appraisals and inspections. Also includes a CD with sample contracts, boilerplate forms, checklists, and more. -Co-branded/co-promoted with forsalebyowner.com-the #1 FSBO website, with 900,000- 1.2 million visitors a month -In 2002, 1.68 million homeowners tried to sell their own home; in 2005, 2.25 million are expected to try it -Includes CD with form letters, boilerplate contracts, a free trial offer from forsalebyowner.com, and much more

You're no idiot, of course. You know how to write a check, make a deposit, and read a monthly statement. With financial markets in flux and many Americans mired in debt, you're looking for better ways to manage your money, but learning the financial ropes is testing the limits of your time and patience. Save your money and your life! The Complete Idiot's Guide® to Managing Your Money, Third Edition, is written by two experts who know the world of saving, investing, and credit inside and out. You'll learn savvy strategies to fatten your wallet and cut your costs from credit cards, mortgages, car-buying, and checking. In this Complete Idiot's Guide®, you get: Common-sense advice on how to decipher-and profit from-economy and market reports. Tips on maintaining a sound credit rating and winning loan approval. Idiot-proof ways to protect your personal and financial information from fraud. Ten money-making secrets your banker won't tell you.

A practical guide for a booming market. Every aspiring self-published author needs this guide, which covers everything from design to sales. It reveals all the tools they'll need, including worksheets for estimating costs, timing, and resources; up-to-date information on production and design; formats for many genres; strategies for publicity and sales; plus success stories from self-published authors. \* Publishers Marketing Association estimates there are 73,000 small and self-published authors in the U.S., with 8,000-11,000 new ones each year \* Of the approximately 2.8 million books in print, 78% of the titles come from small/self-published authors (PMA) \* For small and self-published authors, sales increased 21% annually from 1997-2002; in 2002, these 73,000 publishers grossed \$29.4 billion \* 81% of the population feels they have a book inside them; 6 million have written a manuscript; and another 6 million have a manuscript making the rounds

Provides managers techniques such as intervention and arbitration to maintain a productive working environment despite problem employees, and discusses ways employees can effectively communicate with difficult bosses and co-workers.

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