

# Communicationsother Comms Tools42

Jianjun Gao

The Project Management Communications Toolkit ,2013 Effective communication is the most powerful tool a manager can use. This is especially true for project managers who are tasked with coordinating the efforts of every project member as well as maintaining an open dialog with senior executives. Helping professionals achieve a high-level of communications expertise is the goal of this second edition book and CD-ROM package. The book explains how to energize projects, create momentum, and achieve success by talking and listening to staff members. Moreover, it teaches how to effectively communicate project status and requirements to executive management. The valuable CD-ROM supplies the tools to do the job right... ready-to-use documents, forms, reports, and project templates that help ensure effective, clear, and consistent communication. This second edition also includes new changes from A Guide to the Project Management Body of Knowledge (PMBOK), Fifth Edition, as well as new material on evolving tools such as social media. As new technology has found its way to the marketplace, simple approaches from years gone by are modified for cloud-sharing tools, social media, and other considerations.

*2010 Guidelines for Design and Contruction of Healthcare Facilities* Facility Guidelines Institute,2010 The 2010 Guidelines covers minimum program, space, and design needs for all clinical and support areas of hospitals, nursing facilities, freestanding psychiatric facilities, outpatient and rehabilitation facilities, and long-term care facilities. The document also includes minimum engineering design criteria for plumbing, medical gas, electrical, and heating, ventilating, and air-conditioning systems. The Guidelines are currently referenced by more than 42 state departments of licensure or health. The 2010 Guidelines includes new material on acoustics, patient handling and movement, patient safety, bariatric patient care, cancer treatment, and emergency services. Also available in book and loose leaf format.

*Occupational Safety and Health* ,1955  
The APDalog ,1988

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