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Law for Small Business For Dummies - UK 2016-03-21 your own in house legal advisor at a fraction

of the cost written in plain english for business people without any legal training law for small business for dummies covers everything you need to be aware of regarding the law when you re starting and running your own business cutting through the jargon that can make even the pros scratch their heads this book quickly gets you up to speed on the key areas of business law including contracts websites intellectual property data protection and partnership agreements plus you ll find out how small business law applies to advertising and marketing confidentiality agreements the sale and supply of goods including e commerce negligence and product liability there were 526 000 new businesses registered in the uk in 2013 and at some point all of them will be faced with legal risks that could make the difference between success and failure one claim could wipe out a fledgling business profits and hit even big businesses harder than they could ever imagine if you re the owner of a new business and need to get a handle on the ins and outs of small business law and don t have the budget to employ an in house legal advisor this trusted approachable guide is your answer covers the laws surrounding the most common risks small businesses face addresses how to deal with legal issues before a potentially costly dispute arises provides access to handy sample contract templates on dummies com serves as your own in house legal advisor at a fraction of the cost if you re an existing business owner or an aspiring entrepreneur thinking about starting your own business law for small business for dummies gives you answers to questions you didn t even know to ask

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politics business decisions consumer actions and monetary policy the study of economics is international in scope that means you must understand not just the economies of nations but also the interrelatedness of national economies throughout the world this easy accessible guide will help you find out how many different financial business consumer and political factors interact to create the overall economic reality of nations understand business cycles economic growth and fiscal and monetary policies study the relationships of various economic indicators such as inflation unemployment and domestic output gain a solid understanding of macroeconomics by building on microeconomic principles and using real world examples if you re struggling with your economics course or you need to get up to speed on the topic of macroeconomics quickly macroeconomics for dummies has you covered

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spread of democracy to the current election process and the differences between political parties this hands on friendly guide is an ideal companion to british politics and elections includes expanded coverage of coalition governments devolution and independence efforts provides updated information on ukip and britain s place in europe serves as a helpful guide to elections and british political parties electoral systems voting behaviour and trends and the role of pressure groups and the media offers a fascinating examination of british politics on the world stage whether you want to get to grips with british politics and government or build your knowledge beyond the basics this updated edition of british politics for dummies is the place to start

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Bookkeeping and Accounting All-in-One For Dummies - UK 2015-06-08 uk bookkeeping and accounting basics for the rest of us unless you re one of those rare numbers people the thought of accounting and bookkeeping probably make your head spin while these pragmatic and confusing practices may not be fun for the rest of us mastering them is absolutely essential in order to run and maintain a successful business thankfully bookkeeping accounting all in one for dummies uk edition is here to take the intimidation out of crunching numbers and offers easy to follow step by step instruction on keeping your business finances in order with information specific to a business in the united kingdom written in plain english and packed with loads of helpful instruction this approachable and all encompassing guide arms you with everything you need to get up and running on all the latest accounting practices and bookkeeping software inside you ll find out how to prepare financial statements balance your books keep the tax inspector off your back and so much more gives you access to supplemental online samples of bookkeeping forms accounting templates and spreadsheets includes many practical bookkeeping and accounting exercises and templates simplifies every aspect of accounting and record keeping shows you how to run your

business by the books if you're a small business owner or employee who is confused and intimidated by managing your accounts and books this comprehensive guide empowers you to take charge of those pesky figures to keep your business afloat

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maintaining a productive home office environment and still finding time to see to your finances health and social life these time management tools will leave you feeling in control of your life at work and at home time management for dummies covers what is time management getting your time in order organising the work you have to do working from home the bigger picture

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sheets and year end reports you ll master all the important terms procedures forms and processes more quickly and easily than you ever thought possible keeping a paper trail learn how to enter financial transactions in your books and post them to your nominal ledger one day at a time find out how to keep track of day to day operations sales and purchases as well as adjustments keeping the payroll rolling get the lowdown on setting up and managing payrolls closing the books how to close out monthly quarterly or yearly accounting periods making it official learn how to prepare financial reports and profit and loss statements properly fill out all required tax forms and prepare your books for next year open the book and find how to create and maintain your company s financial records the best ways to keep books up to date with technology techniques on maintaining employee records how to calculate your staff s net pay guidance on producing profit loss statements and financial reports advice on keeping the tax inspector happy learn to keep accurate and complete financial records use the latest in bookkeeping software produce balance sheets and year end reports manage cash flow

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way to a cv tune up and your next job know the marketplace locate your dream job using the latest online and print directories and tailor your cv to each job role make it powerful populate your cv with winning content by identifying your core strengths and selling points seize the opportunity browse sample cvs for various industries and experience levels to find the right format for you get it out there find referees circulate your cv and bag yourself an interview without being pushy open the book and find ways to get ahead with social networking sites blogs and podcasts tricks to turn a weak cv into a savvy selling tool key words and powerful phrases tailored to various industries cv and application form tips for graduates advice on re entering employment after time away how to write a punchy cover letter sample cvs to help you get yours just right learn to write and format a persuasive cv that will get you noticed sell your best skills and highlight your achievements bounce back from redundancy use online recruitment methods

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Business NLP For Dummies, UK Edition 2011-02-16 there are many forms of anxiety disorder including general anxiety disorder gad panic attacks phobias including social anxiety obsessive compulsive disorders post traumatic stress disorder and acute stress disorder even in their most

mild forms these disorders can be troubling and exhausting at worst they can severely disable a person's ability to function in day to day life severe anxiety and phobic disorders affect 18 of the uk population napanic.org.uk symptoms of anxiety range from the mental and emotional depression having difficulty concentrating losing patience easily to the physical excessive thirst headaches pins and needles and more bbc.co.uk often the problem is self feeding people try to keep things under control whilst simultaneously worrying about being anxious all the time and the cycle goes on psychotherapy medication and self help are the key treatments for anxiety however as many people either don't have access to or choose not to take professional treatment self help is the key for a majority of sufferers a dummies book on the subject will present the facts without the jargon and help people find the trustworthy guidance they need

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not only for effective planning but also for project control updated with fresh content tips and tactics that cover everything you need to know from a project's start to finish this accessible guide takes you through every stage of project management you'll discover how to make project planning easier and more effective manage resources and stay on track within a budget then you'll find help and advice to help you motivate and manage your teams to help them perform at their best to help you stay at the leading edge you'll also find two new chapters in this edition explaining project governance and the increasingly important international standard iso 21500 in short this book will help you master a highly valuable skill for advancing your career provides clear descriptions of who should do what in a project to prevent communication and control problems presents the latest concepts in project management techniques discusses how to keep risks under control during the project includes access to online project management templates and checklists to aid in learning if you're a manager taking on a project for the first time or a more experienced project professional looking to get up to speed on the latest thinking and techniques project management for dummies 2nd uk edition equips you for project management success

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