

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Jan-21																												
2	Name	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	Manager 1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
4	Manager 2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
5	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
6	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
7	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
8	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
9	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
10	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
11	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
12	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
13	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
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16	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
17	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
18																													
19																													
20	Feb-21																												
21	Name	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
22	Manager 1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
23	Manager 2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
24	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
25	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
26	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
27	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
28	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
30	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
31	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

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Project Management For Dummies Stanley E. Portny,2013-04-09 The bestselling bible of project management In today s time crunched cost conscious global business environment tight project deadlines and stringent expectations are the norm Now with 25 percent new and updated content Project Management For Dummies introduces you to the principles of successful project management and shows you how to motivate any team to gain maximum productivity You ll learn how to organize estimate and schedule projects efficiently and effectively You ll also discover how to manage deliverables issue

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correspondingly wide social and economic effects This book examines how this next wave in globalization affects people and places in South and South East Asia It brings together twelve case studies from India the Philippines China Hong Kong and Thailand and explores how and for whom services offshoring creates opportunities triggers local economic transformations and produces challenges This book in addition compares how different countries take part in this second global shift investigates service sector driven economic development from a historical perspective and engages with the question whether and to what extent services offer a new promising avenue of sustained economic growth for developing countries It argues that service led development in developing countries is not easy for all the workers involved or a guaranteed path to sustained economic development and prosperity This volume stands out from other books in the field in its exploration of the social and economic outcomes in the cities and countries where services have been located Based on cutting edge empirical research and original data the volume offers a state of the art contribution to this growing debate The book provides valuable insights for students scholars and professionals interested in services offshoring socio economic development and contemporary transformations in South and South East Asia

Second Suns David Oliver Relin, 2013-06-18 From the co author of *Three Cups of Tea* comes the inspiring story of two very different doctors one from the United States the other from Nepal united in a common mission to rid the world of preventable blindness In this transporting book David Oliver Relin shines a light on the work of Geoffrey Tabin and Sanduk Ruit gifted ophthalmologists who have dedicated their lives to restoring sight to some of the world's most isolated impoverished people through the Himalayan Cataract Project an organization they founded in 1995 Tabin was the high achieving bad boy of Harvard Medical School an accomplished mountain climber and adrenaline junkie as brilliant as he was unconventional Ruit grew up in a remote Nepalese village where he became intimately acquainted with the human costs of inadequate access to health care Together they found their life's calling tending to the afflicted people of the Himalayas a vast mountainous region with an alarmingly high incidence of cataract blindness *Second Suns* takes us from improvised plywood operating tables in villages without electricity or plumbing to state of the art surgical centers at major American universities where these two driven men are restoring sight and hope to patients from around the world With their revolutionary inexpensive style of surgery Tabin and Ruit have been able to cure tens of thousands all for about twenty dollars per operation David Oliver Relin brings the doctors work to vivid life through poignant portraits of patients helped by the surgery from old men who cannot walk treacherous mountain trails unaided to cataract stricken children who have not seen their mothers faces for years With the dexterity of a master storyteller Relin shows the profound emotional and practical impact that these operations have had on patients lives *Second Suns* is the moving unforgettable story of how two men with a shared dream are changing the world one pair of eyes at a time Praise for *Second Suns* As miracles go it's hard to beat making the blind see Yet that's exactly what the eye surgeon Dr Geoffrey Tabin can do He services poor people in the developing world who have developed cataracts a clouding of the lens of the eye that is

the world's leading cause of blindness *Second Suns* is a hopeful work a profile of two doctors who have dedicated their lives to bringing light to those in darkness Time A compelling and inspiring book *Second Suns* portrays heroic health care delivered under harrowing conditions Ruit and his teams carry their equipment on multi day treks up steep mountain trails sometimes hiking at night with flashlights or head lamps to reach settlements where they typically spend several days operating on hundreds of villagers in makeshift surgical theaters The Washington Post *Second Suns* should be required reading for anybody with an interest in humanitarian philanthropy or for that matter a desire to feel a little better about the world Outside A detailed heartfelt account of the work of two dedicated pioneers Kirkus Reviews From the Hardcover edition

DIY Guide in customising Staff Annual Leave Planner & Roster using Google Sheets Singson Kwan, **DIY Guide in Customising Staff Annual Leave Planner and Roster Using Google Sheets** Singson Kwan, 2017-01-18 What are the aims of this guide This guide aims to provide a cost effective method to customise a leave planner and roster so that both manager and staff have a high visibility or transparency of leave availability even before and during leave projection stages The following are the salient features of the planner Staff can project his leave and makes changes anytime and anywhere using computer or smartphone It shows real time changes made by other team members simultaneously even while in the process of any editing that might be going on Staff can have a good overview in terms of the leave availability on different dates Entire staff team are able to view the planner at any given time however the editing of the cells and rows feature will be disabled unless given edit permission Manager can review the editing history made by all staff Manager can set up alert to auto highlight leave clashes Manager can freeze certain portion of the planner once staff projection period ends Who is this guide aimed at This guide is designed for managers or team leaders who are assigned to take charge of staff leave planning and approval duties By integrating information technology and human psychology this book helps people managers create a shared leave projection platform for advanced leave planning for the team colleagues As good people manager we always aim at achieving a win win situation ensuring smooth running of the operational unit as well as meeting staff personal needs in terms of leave taking Through years of observation I came to realise leave clashing among staff is one of the key operational problems which creates negative impact on working relationship among team members A lot of time has been spent on handling and tackling leave related issues which indirectly affects the overall productivity I have been studying and searching both intensively and extensively for a cost effective way to facilitate the handling management of staff leave projection and allocation However most off the shelf human resource or roster planning software are usually catered for local computer installation requirement Most are not fully transparent in the sense that they are designed for manager use instead of providing online shared access for other staff Lacking in flexibility of customization ready made software's is also unlikely to suit the actual need of your unit In addition the cost of the afore mentioned software's could prove to be too exorbitant for a small department in terms of justifying budget planning All these pre existent issues and shortcomings have inspired me to

find a solution thus developing a DIY system to help managers departmental heads or anyone involved in tackling this managerial challenge became my utmost priority In the following chapters I will walk you through the steps in how to create an online leave planner which can be made accessible by members of your staff I hope you will find this book purposive concise and practical in bringing in benefits to you and your team

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