

Gary Dessler 10th Edition

Since 2008, busy managers by the tens of thousands have turned to this best-selling book as a handy guide to the ins and outs of human resources. And no wonder! Because whether you're a small business owner, a manager in a business without an HR department, or even a seasoned HR professional, *The Essential HR Handbook* will help you handle any personnel problem--from onboarding to outplacement--quickly and easily. This fully updated 10th anniversary edition is packed with information, tools, checklists, sample forms, and timely tips to guide you through the maze of personnel issues in today's complex business environment. In it you'll find out how to: Attract talented staff through social media recruiting Identify legal pitfalls to avoid lawsuits and regulatory interference Train a diverse and inclusive multigenerational workforce Provide the compensation and benefits package that will make your organization an "employer of choice" Streamline your orientation and onboarding practices so new employees hit the ground running Whenever personnel problems arise, having *The Essential HR Handbook* on your bookshelf is like having a team of expert HR consultants at your beck and call!

An Introduction to Franchising is a concise yet comprehensive guide to the world of franchising. Looking at the field from the perspectives of the franchisor and the franchisee, the book offers a good balance between the theories behind good franchising practice, and hands-on practical guidance. Applied theory is evident in the broad range of real-life case studies included in the book. With many of the world's leading companies operating franchise models, this book will offer readers a genuine insight into the potential advantages and disadvantages

of franchising. The book also examines the financial, legal and ethical implications of franchising, whilst anticipating future concerns and challenges for the franchising model. An Introduction to Franchising is an essential guide for all students of franchising, entrepreneurship and marketing. It is also a must-read for anyone wishing to start their own franchise business.

Human Resource Management provides readers with a complete, comprehensive review of essential personnel management concepts and techniques in a highly readable and understandable form. Coverage emphasizes essential themes throughout the book, including the building of better, faster, more competitive organizations through HRM; practical applications that help all managers deal with their personnel-related responsibilities; and technology and HR. Specific topics include the strategic role of human resource management; equal opportunity and the law; job analysis; personnel planning and recruiting; employee testing and selection; interviewing candidates; training and developing employees; managing organizational renewal; appraising performance; managing careers and fair treatment; establishing pay plans; pay-for-performance and financial incentives; benefits and services; labor relations and collective bargaining; employee safety and health; managing human resources in an international business; human resources information systems and technology. For practicing Human Resource Managers as well as any business managers who deal with human resource/personnel issues.

The Present Book Provides A Comprehensive View On Human Resource Management. It Would Be An Ideal Textbook For Mba/M.Com./Pgdm And Other Postgraduate Courses. Beginning With Introductory Perspectives Of Hrm And Its Evolutive Aspects, The Book

Elucidates In An Easily Comprehensible Manner The Concepts Of Human Resource Planning; Job Analysis And Collection Of Job Data; Job Design; Recruitment; Selection And Barriers To Effective Selection; Psychological Testing And Interviews; Placement And Induction Procedure; Training And Management Development; Techniques And Problems Associated With Performance Appraisal; Career Planning; Promotions, Transfer And Demotions; Employee Compensation; Incentives, Benefits And Services; Industrial Relations And Disputes; Employee Grievances; Employee Welfare, Safety And Health; Collective Bargaining; And Global Human Resource Management. The Book Is The First Of Its Kind As It Provides: " Learning Objectives In The Beginning Of Every Chapter." Numerous Exhibits And Examples That Would Help Sustain The Interest Of Readers." Key Terms And Questions Following Each Chapter." A Small Hr Dictionary In The End Of The Book. Surely, The Book Will Provide A Rewarding And Refreshing Experience To Its Readers.

Many people who are interested in business never learn more than the basics because they are either intimidated by the complexity of the business lexicon or they have never been exposed to the common features and principles that form the geography of the business world. Encyclopedia of American Business is an easy-to-use guide to the nuts and bolts of business jargon, explaining difficult ideas in straightforward language. Designed especially for non-specialist, students, and general readers, the encyclopedia helps novices understand the complex and sometimes confusing concepts and terms that are used in business. Five general areas of business are covered: accounting, banking, finance, marketing, and management. Terms, concepts, and associations that one is most likely to encounter in business are the focus of the volume, making it a great place to start learning about how businesses operate

and what the primary and different features of specific business-related functions or ideas mean. Entries include annual report, balanced budget, capital, deflation, exchange rate, joint ventures, marketing concept, mutual funds, profit sharing, and zero-sum game.

For one semester MBA Managerial Economics courses Economics for Managers presents the fundamental ideas of microeconomics and macroeconomics and integrates them from a managerial decision-making perspective in a framework that can be used in a single-semester course. To be competitive in today's business environment, managers must understand how economic forces affect their business and the factors that must be considered when making business decisions. This is the only book that provides business students and MBAs with a thorough and applied understanding of both micro- and macroeconomic concepts in a way non-economics majors can understand. The third edition retains all the same core concepts and straightforward material on micro- and macroeconomics while incorporating new case material and real-world examples that relate to today's managerial student.

This classic, readable book does the best job at covering the current issues within HRM, and provides a complete, comprehensive review of essential personnel management concepts and techniques. Considering the intensely competitive nature of business today, this book focuses on practical applications that all managers can use to deal with their HR-related responsibilities, while being able to defend their plans and contributions in measurable terms. A five-part format begins with an introduction, and then covers recruitment and placement, training and development, compensation, and labor relations and employee security. For all human resource personnel and managers.

In today's global business environment, it is vital that individuals and

organizations have sophisticated global leadership skills. Communication and understanding of different cultures is paramount to business success. This new edition of the bestselling textbook, *Managing Cultural Differences*, guides students and practitioners to an understanding of how to do business internationally, providing practical advice on how competitive advantage can be gained through effective cross-cultural management. Crises in the Middle East, the weakening of some emerging markets, and the value of diversity and inclusion are just a few examples of contemporary issues discussed in this text, which also introduces a completely new chapter on global business ethics. With a wealth of new examples, case studies, and online materials, this textbook is required course reading for undergraduates, postgraduates, and MBA students alike, as well as being a vital tool for anybody selling, purchasing, traveling, or working internationally.

For undergraduate courses in Human Relations, Applied Psychology, Human Relations in the Workplace, Career Development; also appropriate for a course in Interpersonal Skills Training. Accomplished author and national speaker, Andrew J. DuBrin brings his expertise of Human Relations and Business Psychology to this edition. Focusing on today's work environment, the book takes a two-pronged approach that improves interpersonal skills by first presenting basic

concepts and then by featuring a heavy component of skill development and self-assessment. This program will provide a better teaching and learning experience—for you and your students. Here's how: **Relate Concepts to What's Happening Today, Personally and in the Workplace:** Give students hands-on ways to develop practical human relations skills and stay involved in class. **Reinforce Concepts and Build Skills:** Proven pedagogy, exercise sets, and end-of-chapter material are all geared towards ensuring students grasp the concepts. **Keep your Course Current and Relevant:** New examples, research findings, and examples appear throughout the text. Twelve of the case openers and twenty-four cases are new. The full text downloaded to your computer With eBooks you can: search for key concepts, words and phrases make highlights and notes as you study share your notes with friends eBooks are downloaded to your computer and accessible either offline through the Bookshelf (available as a free download), available online and also via the iPad and Android apps. Upon purchase, you will receive via email the code and instructions on how to access this product. Time limit The eBooks products do not have an expiry date. You will continue to access your digital ebook products whilst you have your Bookshelf installed.

The fundamentals of project management with a wide assortment of business

applications. "Project Management" takes a decision-making, business-oriented approach to the management of projects, which is reinforced throughout the text with current examples of project management in action. And because understanding project management is central to operations in various industries, this text also addresses project management within the context of a variety of successful organizations, whether publicly held, private, or not-for-profit. This comprehensive text presents descriptive and inferential statistics with an assortment of business examples and real data, and an emphasis on decision-making. The accompanying CD-ROM presents Excel and Minitab tutorials as well as data files for all the exercises and examples presented.

Gain a better understanding of how human resources impacts both individuals and organizations with this market-leading, practical text. **PRINCIPLES OF HUMAN RESOURCE MANAGEMENT, 16E, International Edition** builds upon a foundation of research and theory with an inviting, practical framework that focuses on today's most critical HR issues and current practices. The book's engaging writing style and strong visual design use more than 500 memorable examples from a variety of real organizations to illustrate key points and connect concepts to current HR practice. Fresh cases spotlight the latest developments and critical trends, while hands-on applications focus on practical tips and

suggestions for success.

Dessler: Preparing today's students to be tomorrow's HR Professionals
Management of Human Resources: The Essentials, Fourth Canadian Edition, brings both human resources and non-human resources students into the current and comprehensive discussion on the ways in which human resources are among the most important assets in organizations today. The Canadian fourth edition provides extensive coverage of all HRM topics, such as job analysis, HR planning, recruitment, selection, orientation and training, career development, compensation and benefits, performance appraisal, health and safety, and labour relations. Note: If you are purchasing an electronic version, MyManagementLab does not come automatically packaged with it. To purchase MyManagementLab, please visit www.MyManagementLab.com or you can purchase a package of the physical text and MyManagementLab by searching for ISBN 10: 0133807339 / ISBN 13: 9780133807332.

The inside scoop on how 10 top American companies develop and maintain high-output, committed workforces. Dessler focuses on tools, techniques, and battle strategies that managers and supervisors can use to develop and retain highly committed, motivated workforces essential for long-term, high-performance results. Illustrated.

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Appropriate for undergraduate and graduate-level courses in Leadership or Managerial Effectiveness. The most comprehensive survey of the major theories and research on leadership and managerial effectiveness in formal organizations with practical suggestions for improving leadership skills.

Today's economy may be tough, but economics doesn't have to be. Let Roger Arnold's MACROECONOMICS, 12E open up the world of economic analysis. With more detailed coverage of the financial and economic crisis than any other principles text on the market, this inviting book offers innovative and engaging learning features and easy customization. The author weaves memorable examples from pop culture throughout this edition and bolsters reader interest by illustrating the unexpected places macroeconomics occur. Readers see how economic forces link to every day events and form an important part of life 24/7. Coverage of the latest macroeconomic developments and new content reflect today's changing economy and equip readers with a thorough understanding of contemporary macroeconomics. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Current and comprehensive, this engaging introduction to the essential concepts and techniques of HRM is offered with the inimitable clarity characteristic of Dessler and Cole. Significantly revised to reflect emerging trends in information technology and changes in legislation, and to better match the requirements of the CCHRA, this new edition continues to help students "make sense of HR." Offering a whole new chapter on HRM and technology as well as fresh examples and photos, the Canadian tenth edition maintains its reputation of having the most in-depth coverage of emerging trends in HR.

The implementation of open innovation model for creating the independent researcher has a great opportunity to help the revenue generation process for academicians and scholars of the world. Eudoxia Research Centre is known for innovation in different fields of research and the open innovation model of our research centre enables academicians and researchers of 193 countries for developing new research ideas in the professional field. The multidisciplinary international conference INFES 2020 is organized to integrate the resources and knowledge of different universities and research centers into a single platform. In this 21st century, collaboration and joint research from different countries will provide effective solution to maintain the quality of research and effective innovation always provide the solution to meet the growing demand of the society. The research framework of Eudoxia Research Centre is devoted to identify and promote the true research ideas and making it available to the global platform. Eudoxia Research Centre is always creating a new atmosphere of innovation and collaboration to provide a conceptual mapping of challenges faced by the researchers and academicians to develop their research strategies to a practical application. We are forwarding Spectrum Volume II as the proceeding of the selected papers of INFES 2020 for researchers and academicians, to the world of academicians.

This market-leading text takes a pragmatic approach emphasizing the strategic role of human resources. Comprehensive, research-based coverage includes all major topics identified on the Human Resource Certification Institutes Content Outline. Coverage includes a global chapter, expanded coverage of diversity, new material on performance management, and current hot topics such as self-directed work teams, shamrock organization, broadbanding, competency-based pay systems, job security, violence in the workplace, and how organizational

commitment affects production, quality, and service.

Human Resource Management presents multifaceted and all-inclusive information that will be useful to students of human resource management as well as practising human resource managers. Using a highly readable style and real-life examples from Indi

Human Resource Management (HRM) takes a managerial orientation; and is viewed as being relevant to managers in every unit, project, or team. Managers are constantly faced with HRM issues, problems, and decision making and the text's primary goal is to show how each manager must be a human resource problem solver and diagnostician. This book pays attention to the application of HRM approaches in "real organizational" settings and situations. Realism, understanding, and critical thinking were important in the revision. Users have continuously been satisfied with the consistent writing style and level of presentation.

For undergraduate and graduate courses in labor relations and collective bargaining. Bring your best case to the table by putting theory into practice with this guide to labor relations, unions, and collective bargaining. Labor Relations and Collective Bargaining: Cases, Practice, and Law introduces students to collective bargaining and labor relations. This text is concerned with application, as well as coverage of labor history, laws, and practices.

Using their extensive experience teaching and working in HRM, Banfield, Kay, and Royles succinctly convey the reality of contemporary HRM through expert academic and practical insights. Their balanced approach ensures students are able to fully grasp both the theory and practice of HRM, paving the way for success in their academic

studies and future careers. With a style that has been highly praised for engaging the reader, this book is the ideal introduction to HRM for students at both undergraduate and postgraduate level. Key terms, research insights, and review questions help students understand the key theoretical concepts and think critically about the issues discussed. Mini-case studies (HRM insights), longer end-of-chapter case studies, and practitioner insights from real HR professionals at a variety of organizations present different scenarios and challenges experienced in the world of business. This range of learning features ensures students are exposed to both the theoretical foundations and the real-life practices of HRM. The book takes a truly holistic approach to the subject, avoiding the presentation of HRM as a separate management function, and instead seeing HR operations and considerations as an integral part of any business. The authors begin by introducing the reader to the challenges and opportunities that managing people at work can bring and the evolution of the HR function, before addressing key operational areas such as talent management, ethics, leadership, recruitment, and misconduct. They then go on to explore how these challenges are managed, with an emphasis on the practicality of enforcement but also a critical evaluation of the method. This analytical viewpoint is adopted throughout the book, encouraging students to engage with the issues inherent in HRM. This book is accompanied by the following online resources: For students: * Insights and Outcomes* Extension Material* Glossary* Web Links* Multiple-choice Questions For lecturers: * Test

Bank* Suggested Answers to Case Study Questions* Suggested Answers to Review Questions* Additional Case Material* PowerPoint Slides* Seminar Exercises

ALERT: Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products. Packages Access codes for Pearson's MyLab & Mastering products may not be included when purchasing or renting from companies other than Pearson; check with the seller before completing your purchase. Used or rental books If you rent or purchase a used book with an access code, the access code may have been redeemed previously and you may have to purchase a new access code. Access codes Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code. Check with the seller prior to purchase. -- Directed primarily toward undergraduate courses in human resource management, this text also provides practical content to current and aspiring industry professionals. Fundamentals of Human Resource Management covers a wide range of HR topics and shows readers the importance of human resource management within the restraints of a compact semester. Offering a wealth of functional examples and applications, this text emphasizes the notion that all managers need basic human

resource management skills. This edition is the first text on the market to build its core around the talent management process--which the author defines as the goal-oriented and integrated process of planning, recruiting, developing, managing, and compensating employees. Note: This is the standalone book, if you want the book/access card order the ISBN below: 013335508X / 9780133355086 Fundamentals of Human Resource Management Plus MyManagementLab with Pearson eText -- Access Card Package Package consists of: 0132994909 / 9780132994903 Fundamentals of Human Resource Management 0133020215 / 9780133020212 MyManagementLab with Pearson eText -- Access Card -- for Fundamentals of Human Resource Management

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. For undergraduate Principles of Marketing courses. Real people making real choices Marketing: Real People, Real Choices is the only text to introduce marketing from the perspective of real people, who make real marketing decisions, at leading companies everyday. Timely, relevant, and dynamic, this reader-friendly text shows readers how marketing concepts are implemented, and what they really mean in the marketplace. The 9th Edition presents more information than ever on the core issues every marketer needs to know, including value, analytics and metrics, and ethical and sustainable marketing. And with new examples and assessments, the text helps readers actively

learn and retain chapter content, so they know what's happening in the world of marketing today.

Human resources management is essential for any workplace environment and is deemed most effective when a strategic focus is in place to ensure that people can facilitate that achievement of organizational goals. But, effective human resource management also contains an element of risk management for an organization which, as a minimum, ensures legislative compliance. Human Resources Management: Concepts, Methodologies, Tools, and Applications compiles the most sought after case studies, architectures, frameworks, methodologies, and research related to human resources management. Including over 100 chapters from professional, this three-volume collection presents an in-depth analysis on the fundamental aspects, tools and technologies, methods and design, applications, managerial impact, social/behavioral perspectives, critical issues, and emerging trends in the field, touching on effective and ineffective management practices when it comes to human resources. This multi-volume work is vital and highly accessible across the hybrid domain of business and management, essential for any library collection.

Each new print copy includes Navigate 2 Advantage Access that unlocks a comprehensive and interactive eBook, student practice activities and assessments, a full suite of instructor resources, and learning analytics reporting tools. Designed for the undergraduate, introductory environmental science course, the thoroughly updated and

redesigned tenth edition of Environmental Science continues to present a comprehensive, student-friendly introduction to contemporary environmental issues with an emphasis on sustainable solutions that meet social, economic, and environmental goals. This acclaimed book is the only text that explores the underlying causes of environmental problems and root-level solutions and presents both sides of many critical issues. Thought-provoking features throughout, including Critical Thinking Exercises, Key Concept and Spotlight on Sustainability boxes, Go Green tips, and Point/Counterpoint debates, along with the updated statistics and data of key issues, encourage readers to become much deeper and more critical thinkers. Current and highly relevant, the Tenth Edition discusses the challenges of the growing human population and resource depletion and solutions that address these issues in a sustainable manner. The book also discusses nonrenewable and renewable energy options and their pros and cons, and provides expanded coverage of local, regional, national, and global environmental issues and sustainable solutions. This comprehensive text includes updated coverage of environmental economics, ecology, and the application of science and technology to environmental concerns. With a strong focus on sustainability and critical thinking, a topic the author introduced to the environmental science market, Environmental Science, Tenth Edition is an essential resource for students to understand the impact they have on the environment and ways that they can help solve them. With Navigate 2, technology and content combine to

expand the reach of your classroom. Whether you teach an online, hybrid, or traditional classroom-based course, Navigate 2 delivers unbeatable value. Experience Navigate 2 today at www.jblnavigate.com/2

In a constantly evolving service-led Indian economy, human resources have become the cornerstone of an organization's success. The management of human capability has become an art that has to be understood and mastered to run a successful enterprise. Human Resource Management: Text and Cases, 2e, explains the basic concepts of this discipline and presents cases that provide an insight into the challenges faced by HR professionals on a day-to-day basis. Going beyond the coverage of a traditional textbook, this book focuses on applied aspects of HRM, which capture the evolving challenges in the field. The authors have used their extensive real-world work experience in talent acquisition, and human resource development and retention to provide lucid explanation of all major concepts of human resource management. Replete with examples and cases, this title is a complete guide for all MBA students and HR practitioners. **KEY FEATURES** • Extensive coverage of HR best practices and innovations • Sample 'ready-to-use formats' of relevant documents • Thought-provoking chapter opening cases to set the context for learning in the text ahead • Application cases to showcase real-world implementation of concepts • PowerPoint slides and Question Bank for teachers

THE LABOR RELATIONS PROCESS, 9e International Edition provides you with the

latest information available on current research, issues and events in labor relations. To bring this dynamic field to life, the book integrates real-world examples and quotes from practitioners. This comprehensive text examines the labor movement from its inception to current and emerging trends, including topics such as unions, labor agreements, collective bargaining, arbitration, and labor relations in government, white-collar, and international contexts. The authors give an in-depth analysis of all facets of the relationship between management and labor, including a study of the rights and responsibilities of unions and management; the negotiation and administration of labor agreements; and labor-management cooperation. Other topics explored include the results of the labor relations process, and collective bargaining issues such as healthcare costs containment, pensions, labor productivity and alternative work arrangements.

Concise and practical, "Managing Human Resources, Third Edition" will help you gain a mastery of those issues while you learn the skills you'll need as a manager of people. Using a managerial perspective, the book illustrates the role and impact of technology on globalization, compensation, legal, safety, and health issues. A host of timely features make this book interesting and thought-provoking: The Managerial Perspective, a new introduction for every chapter, focuses on the managerial perspective and summarizes why the material is relevant to managers. Managerial Skill Builder: Issues and Exercises, an end-of-chapter feature, presents a managerial

situation relevant to each chapter topic and concludes with questions, issues, exercises, and group projects. Manager's Notebook, located in every chapter, illustrates procedures, tips, and strategies you can really use in management. You Manager It! Discussion Cases, found at the end of every chapter, focus on human resources issues from a manager's perspective and encourage you to think critically. Technology and its influence on human resources information is addressed in every chapter. Globalization and its effect on human resources practices is discussed throughout the book, and the authors address the unique human resources problems faced by multinational organizations. The authors and Prentice Hall are committed to providing a unique learning and teaching package to accompany this third edition. New to this edition: Skills Live! Videos offer dramatizations that highlight a human resources skill related to each part of the text. These videos allow students the opportunity to see what it's like to conduct an interview, give performance appraisals, deal with sexual harassment issues, and more. PHLIP/CW Web Site (www.prenhall.com/gomez) provides full academic support for both professors and students. Instructors can find answers to current events and Web exercises, download ancillary materials, and more. For students, there is an on-line study guide, current events articles and exercises, Web exercises, and more. KEY BENEFIT: Bring your best case to the table by putting theory into practice with this guide to labor relations, unions, and collective bargaining. Labor Relations and Collective Bargaining: Cases, Practice, and Law Ninth Edition introduces students to

collective bargaining and labor relations. The text is concerned with application, as well as coverage of labor history, laws, and practices. In this ninth edition, chapters have been reorganized and updated with over one hundred additions to focus students on the practical implications of the latest laws, court rulings, and current events that affect labor relations. There is also a new Collective Bargaining Simulation to enhance traditional lectures with hands-on contract negotiation. LABOR RELATIONS OVERVIEW; THE COLLECTIVE BARGAINING PROCESS; COST OF LABOR CONTRACTS; THE LABOR RELATIONS PROCESS IN ACTION MARKET: This newly updated reference will give students the skills they need to enter the labor relations field as knowledgeable and effective advocates with a grasp of current laws, trends, and negotiating tactics.

Real World Scenarios for Practical Insights into the Field of Purchasing and Supply Management Whether you're a purchasing or supply management professional seeking to validate the skills and knowledge acquired through years of practical experience, or a relative newcomer to the field looking to strengthen your resume, the C.P.M. certification from the Institute for Supply Management (ISM) provides you with the means to do so. The Purchasing and Supply Manager's Guide to the C.P.M. Exam was developed to help you prepare for the four modules that comprise the C.P.M. exam, and includes additional study tools designed to reinforce understanding of crucial subject areas. KEY TOPICS INCLUDE: Purchasing Process. Identifying requirements,

preparation of solicitations, supplier analysis, contract execution, implementation, and administration. Supply Environment. Negotiations, information technology, quality issues, internal relationships, and external relationships. Value Enhancement Strategies. Sourcing analysis, supply and inventory management, value enhancing methods, forecasting and strategies. Management. Management and organization, and human resource management. This Study Guide is not sponsored by, endorsed by, or affiliated in any way with the Institute for Supply Management (ISM). ISM and C.P.M. are trademarks or registered marks of the Institute for Supply Management. This publication may be used in assisting students to prepare for the C.P.M. exam, but neither Harbor Light Press nor ISM warrants that use of this publication will ensure passing of the exam. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Over the past decade, management practice has gone through dramatic changes. Workforce diversity, downsizing, reengineering, total quality management, outsourcing, and rediscovering the importance of satisfying the customer, all has a significant impact on Human Resources. The new Sixth Edition of De Cenzo/Robbins' Human Resource Management features a current, real-world perspective that gives readers a crystal-clear picture of what today's HRM is really like. Emphasizing the application of theory, the Sixth Edition carefully integrates real examples with the most up-to-date information available.

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