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professionalism is not automatic with qualification it is decided by the manner in which you carry out your professional life the conduct and qualities that you bring to your role in architecture it is founded on the principles of honesty integrity and competence and a concern for the environment and others as a trusted expert it is essential that you gain respect for your skills and knowledge while maintaining veracity and transparency in your relationships and dealings with clients end users design and construction professionals and the wider public with a focus on professional judgement this book is a personal guide on how to be a self aware and successful practitioner aspiring to best practice it will give you the confidence to create meaningful industry connections and handle contractual disputes insurance and negligence claims while maintaining a high standard of conduct by paying attention to business planning financial processes good management and effective communication it will help you to protect your practice s reputation and increase profitability and cashflow ultimately it will enable you to not only avoid professional pitfalls but to benefit from positive working relationships

there are many activity manuals on the market today but this publication is the first to offer a clear guideline on exactly what constitutes good practice in activity provision written by the national association for providers of activities for older people napa a charity whose remit is to set standards and disseminate knowledge of good practice in activity provision and to support activity providers who work in care settings for older people this guide offers a model of good practice in one concise volume a benchmark against which activity providers can measure and evaluate their practice clear links to current national standards guidance for care home owners and managers who wish to respond to the recent government initiatives on providing activities for their clients and a call for clinical governance in the emerging profession of activity provision

over the past decade countries have increasingly recognised civic space as a cornerstone of functioning democracies this practical guide for policymakers builds on the 2022 oecd global report the protection and promotion of civic space strengthening alignment with international standards

and guidance the global report presents a comparative perspective on the protection and promotion of civic space based on data collected from 52 oecd and partner countries and offers 10 high level recommendations this guide for policymakers provides specific guidance for implementing these recommendations highlighting relevant actors policies and practices it includes tables checklists and figures to help public officials take concrete steps in various areas that affect civic space

fee management is a straightforward professional guide for architects about calculating and negotiating fees to maximise profits the advice puts equal emphasis on good administrative procedures and on the softer skills of negotiation and selling the architect's unique value to construction projects packed with worked examples it explains the anatomy of a fee offer advises on getting paid and sets out the essential management tools for keeping track of the whole process in an age when competition law prohibits recommended fee scales it is vital to cost architectural services on a rational basis and to ensure that clients are persuaded of the worth of such services fee management allows architects to meet those needs making this a business friendly and timely addition to all practice libraries this new edition has been written to dovetail with the riba agreements 2010 and has been fully updated following the amendments to the construction act

architects are finding the procurement landscape increasingly complex and competitive this book shows practitioners the ways that fees are calculated negotiated and managed it will increase your understanding of the different fee earning roles for architects professional services contracts how to calculate sustainable fee levels and improve negotiation skills it also includes information on how to monitor and manage fees and the resources required to deliver projects managing change in the scope of the project and related services where to add value and to highlight risk areas that may impact on sustaining the business case studies explain good and bad practice to illustrate effective fee management drawn from the authors direct experience as practitioners and investigating client complaints

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