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Plan and Conduct Effective Meetings: 24 Steps to Generate Meaningful Results (The McGraw-Hill Professional Education Series)

Barbara Streibel

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RUN BUSINESS MEETINGS THAT ARE FOCUSED, PRODUCTIVE, AND BENEFICIAL TO YOUR ORGANIZATION

In business, meetings are necessary but not always efficient. But by using the principles in *Plan and Conduct Effective Meetings*, you'll discover 24 easy-to-implement techniques geared to make your meetings more productive than ever before.

This step-by-step guide goes straight to the heart of meeting planning and facilitating, explaining why meetings go wrong and what to do about it. You'll learn to conduct meetings that stay sharply focused; turn participants into valuable contributors; and make decisions that result in actionable tasks. This guide also discusses video- and teleconferencing, so you can use those powerful technologies to your advantage, too. Plus, you'll:

Discover how to deal with problems during meetings

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