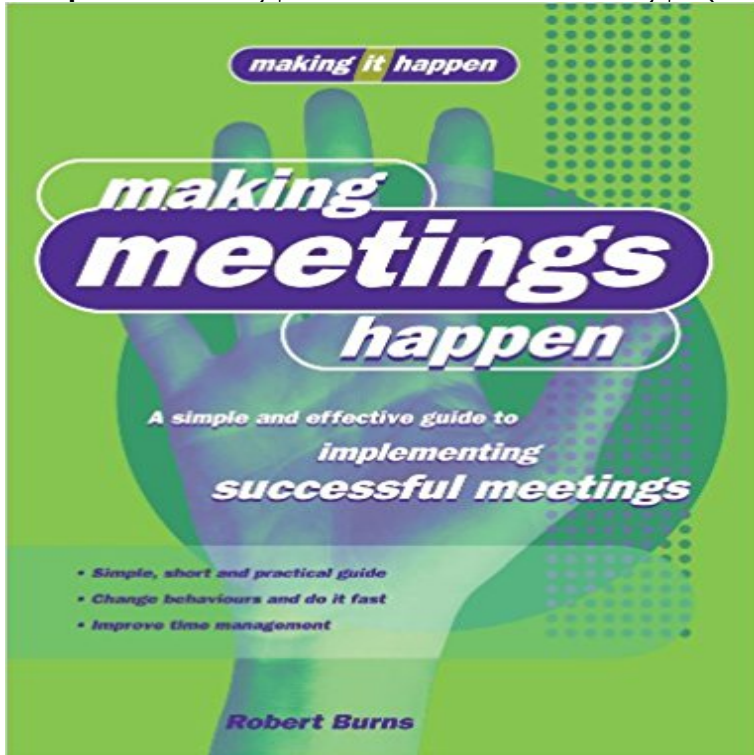


Making Meetings Happen: A Simple and Effective Guide to Implementing Successful Meetings (Making It Happen series)



Discover the personal and professional benefits of meetings in this practical and concise guidebook. Is there any business process quite so potentially energy-depleting or time-sapping to you and your talented team members as unproductive meetings? Making meetings happen will change all that. In reader-friendly language, this precise and practical guidebook: -explains how meetings, when carried out effectively, can boost the productivity of your work unit; -describes how and why productive meetings work and how you can pass these principles and processes on to your colleagues; -shows you how to follow through with these processes, thus ensuring that decisions made and actions implemented generate the productivity gains you and your team need; -provides you with all the tools - activities, checklists, action strategies, sample documents - you will need to lead your team into a more effective way of conducting business meetings. Making meetings happen is not just about learning theory - it is about applying strategies, and following them through. By providing the practical tools to quickly and easily implement positive change in your work unit, this book will help you to boost your career. Making it happen books provide you with the inspiration, ideas and tools to generate positive change. The books in this series are written with a practical focus so that you can learn about the theory, and the advantages and pitfalls of the subject matter in order to create and implement a strategy that is right for your workplace.

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