

## Managing Meetings (Essential Managers)



A practical, e-book guide to managing meetings which will give you the information and skills to succeed. Learn all you need to know about meetings, from planning and preparing an agenda to establishing formal procedures and dealing with potentially volatile situations. You'll find out how to chair and participate fully in each meeting and pick up practical techniques to make them work for you. Tips, dos and don'ts and SOS hints on what to do in a particular situation, plus real-life case studies demonstrate key skills. Dip in and out of topics for quick reference. Handy tips in an e-book format - take it wherever your work takes you.

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