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Nota di contenuto	KEY LEARNING OBJECTIVES; WHY BOTHER WITH MEETINGS?; PLANNING FANTASTIC MEETINGS; RUNNING FANTASTIC MEETINGS; FANTASTIC MEETING FOLLOW-UP; TIPS FOR YOU AS A MEETING PARTICIPANT; FACILITATING FANTASTIC MEETINGS; SUMMARY; CHECKLIST; REFERENCES & FURTHER READING; ABOUT THE AUTHOR; ABOUT THE EDITORS; ABOUT OAK TREE PRESS
Sommario/riassunto	Most managers spend between 25% and 75% of their time in meetings - and estimate that 60% is wasted. The responsibility for the success of a meeting lies in the chairperson's hands? This ebook looks at what it takes to run fantastic meetings.