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Titolo	Brilliant meetings : what to know, do and say to have fewer, better meetings // Duncan Peberdy and Jane Hammersley
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Lingua di pubblicazione	Inglese
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Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Cover -- Meetings -- Agenda -- About the authors -- Acknowledgements -- Welcome to Brilliant Meetings -- Part 1 Next time you participate in A Brilliant Meeting -- Introduction -- Using meetings to advance your career -- First impressions -- Choose your seat -- Your personal 'Elevator Pitch' -- Making the right contribution -- Using positive language -- Meeting ground rules -- Volunteer -- Meeting ground rules -- The Brilliant Meetings ACTION PLAN -- Before the meeting -- Meeting request, meeting invitation, or meeting demand? -- Review the agenda -- Considering your contributions -- Contributions and presentations -- Planning your contribution -- Structuring your contribution -- Contribution/presentation delivery options -- Microsoft PowerPoint™ -- Handouts -- Delivering content -- Checklist - Brilliant Contributions & Presentations -- During the meeting -- Choosing your attitude -- Creating your positive attitude -- Questioning techniques -- Your body language as a participant -- Blagging it! -- brilliant tips -- After the meeting -- Leaving the room -- Meeting actions -- Communicating outcomes -- Summary for participating in a Brilliant Meeting -- Checklist for Participating in a Brilliant Meeting -- Part 2 Next time you prepare for a Brilliant Meeting -- Introduction -- Why has the meeting been scheduled? -- Meeting purpose -- Meeting objectives -- Meeting title -- The agenda -- Costs

and benefits -- Who needs to be invited? -- Choosing your participants -- Who to leave out -- Assign meeting roles -- When should the meeting be scheduled? -- Meeting date -- Travel -- Time of day -- Duration -- Where should the meeting take place? -- Venue considerations -- 'More work, less traffic' -- Facilities -- What else needs completing? -- Reinforce ground rules -- Distribute briefing notes -- Collate presentations in advance. Schedule catering and breaks -- Meeting notes -- Meeting invitation -- Additional preparation -- In-room meeting resources - if you've got them, use them! -- Flip chart -- Dry erase board -- Data and video projectors -- Plasma and LCD displays -- Audio conferencing -- Video conferencing -- Wireless remote presenter -- Interactive whiteboard -- Visualiser/document camera -- Response systems -- Telepresence -- Summary for preparing a Brilliant Meeting -- Checklist in Preparation for a Brilliant Meeting -- Part 3 Next time you lead a Brilliant Meeting -- Introduction -- Setting the tone -- First impressions -- Opening statement -- Housekeeping issues -- Meeting reminders -- Working with a new group -- Reaching decisions -- During the meeting -- Managing the agenda -- Managing and encouraging contributions -- Questioning techniques -- Dealing with challenging behaviour -- Recognising body language -- Dealing with conflict situations -- Interruptions -- Impromptu meetings -- Concluding the meeting -- Close on a high! -- Same time - different place -- Multi-location, but one leader -- What time is it? -- Introductions -- Cultural differences -- Managing participation -- Sharing content and presentations -- Meeting evaluation -- After the meeting -- Evaluate meeting feedback -- Managing follow-up actions -- Wider communication -- Do something different -- Aroma -- Music -- Personal check-ins -- Ice breakers -- Exercise and nutrition -- Flip chart fun! -- The attention grabber -- Breakout groups -- Take away -- Summary for leading a Brilliant Meeting -- Checklist in Preparation for a Brilliant Meeting -- Part 4 A Brilliant Meeting every time -- Introduction -- The organisational benefits -- Do bad meetings really exist? -- How to effect a change to a positive meeting experience -- Understanding why people meet -- Do effective meetings matter? -- How much do Brilliant Meetings cost? -- The Brilliant Meeting effect on employees -- The Brilliant Meeting effect on customers -- The Brilliant Meeting effect on corporate social responsibility targets -- Aim to be brilliant - make meetings matter.

Sommario/riassunto

Many of us feel that we spend too much time in unproductive meetings when we could be getting on with some 'real' work. Well, meetings are real work and effective meetings are the springboard for great results. Brilliant Meetings gives you the tips, tools and techniques to transform all your meetings into positive experiences. It shows you how to: prepare better get more out of meetings when you're there follow up effectively to get the results you need attend only the meetings that matter use meetings to boost your profile and your career Brilliant Meetings gives you a commonsense, workable and practical approach to making all meetings brilliantly effective, for participants, meeting leaders and organisations. Companion website: <http://www.meetingexpert.co.uk>
