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Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	part I. Paradigm shift : the self-fulfilling prophecy -- part II. Managing for meeting success -- part III. Becoming a meeting master : some tips on application -- part IV. Strategic perspectives on meetings -- part V. Leadership in family meeting and civic/community meeting decision making.
Sommario/riassunto	A best-seller in its first edition, Making Meetings Work Even Better: Achieving High Quality Group Decisions, Second Edition covers everything you need to know about organizing engaging meetings, including preparing agendas, controlling what happens behind the scenes prior to and after meetings, and managing conflicting values and personalities. Through the Meeting Masters Research Project at the University of Michigan, author John E. Tropman observed and interviewed the nation's most successful meeting experts to find out how to make meetings both stimulating and productive.