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Titolo	The project meeting facilitator [[electronic resource] ] : facilitation skills to make the most of project meetings // Tammy Adams, Jan Means, Michael S. Spivey
Pubbl/distr/stampa	San Francisco, : Jossey-Bass, c2007
ISBN	1-119-12021-7 1-280-97441-9 9786610974412 0-470-18500-7
Descrizione fisica	1 online resource (237 p.)
Collana	Jossey-Bass business and management series
Altri autori (Persone)	MeansJan SpiveyMichael <1969->
Disciplina	658.4/56
Soggetti	Project management Meetings Group facilitation
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references (p. 212-214) and index.
Nota di contenuto	Project facilitation basics. What is a project facilitator? -- The basics of project meeting facilitation; Facilitation tools for keeping meetings on target; Facilitation tools for keeping everyone engaged -- Facilitating meetings within each phase of the project. Facilitating project initiation meetings; Facilitating project planning meetings; Facilitating project execution meetings; Facilitating project control meetings; Facilitating project close meetings -- Resources and references. Resource A: Recommended reading; Resource B: Recommended websites; Resource C: Recommended organizations.
Sommario/riassunto	Have you ever been involved in a project that didn't require a meeting? Neither have we. Well-run project meetings allow teams to get through the maze of distractions and obstacles to achieve results. Unfortunately, many project meetings aren't well-run-they are viewed, by team members, as unproductive, tedious, wastes of precious time. But you can change that. The Project Meeting Facilitator contains practical techniques and practices that will help you facilitate our

meetings more effectively, transforming them into well-planned, well-managed journeys that engage the team while achiev

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