

1. Record Nr.	UNISA996339083803316
Titolo	10 Steps to Successful Meetings // ASTD Press
Pubbl/distr/stampa	Alexandria, VA : , : ASTD Press, , [2009] ©2009
ISBN	1-60728-267-4
Edizione	[1st edition]
Descrizione fisica	1 online resource
Collana	10 steps
Disciplina	658.456
Soggetti	Business meetings
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes bibliographical references and index.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Intro -- Titlepage -- Copyright -- 10 Steps to Success -- Content -- Preface -- Introduction -- Step 1: Decide If the Meeting Is Necessary -- Step 2: Create the Agenda and Identify Participants -- Step 3: Lay the Groundwork for Success -- Step 4: Identify Appropriate Facilities -- Step 5: Use a Reliable Process to Facilitate the Meeting -- Step 6: Build a Game Plan for Success -- Step 7: Prepare for the Meeting -- Step 8: Conduct the Meeting -- Step 9: Manage Difficult Situations and Participants -- Step 10: Evaluate Your Success and Follow Up -- References -- About the Author -- Index.
Sommario/riassunto	Do you spend too much time in meetings, usually with little to show for it? Everyone else does! You're not alone. Here's an easy solution and one that will let you be known as "the" person who conducts meetings that are effective, productive, and don't waste time. In 10 Steps to Successful Meetings you'll learn how to use tools and resources that help plan and manage effective, results-driven meetings. In addition, everyone who uses this book will be able to successfully set meeting goals and agendas, prepare and conduct a well-run meeting, lay ground rules and deal with problems as they arise, boost the interest of attendees, and finally, evaluate the efficiency of your meeting with solid follow-up strategies.