1. Record Nr. UNISA996339129803316

Autore	Gutmann Joanna
Titolo	Taking minutes of meetings [[electronic resource] /] / Joanna Gutmann
Pubbl/distr/stampa	Philadelphia, Pa., : Kogan Page Ltd., 2013
ISBN	0-7494-6725-8 1-299-16035-2
Edizione	[3rd ed.]
Descrizione fisica	1 online resource (192 p.)
Collana	Creating Success Creating success
Disciplina	651.7/7 651.77
Soggetti	Business meetings Business communication Corporate minutes Business records
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.
Nota di contenuto	Introduction -- Background -- Arranging a meeting -- Sections of a meeting -- Agenda -- Personal preparation -- Creating the right environment -- Attending the meeting -- Taking notes -- Structuring notes -- Writing up the minutes -- The minutes -- Recording decisions and actions -- Layout and numbering -- Minutes for different types of meeting -- Using technology -- Impact of the freedom of information act on minutes -- Business english for minutes -- Building confidence.
Sommario/riassunto	The minute-taker is one of the most important and powerful people in a meeting and they should use this opportunity to develop knowledge, broaden horizons and build credibility within the organization.Taking Minutes of Meetings, 3rd edition is an easy to read 'dip-in, dip-out' guide which shows you how to confidently arrange meetings and produce minutes. It provides hands-on advice about the sections of a meeting as well as tips on how to create an agenda, personal preparation, best practice advice on taking notes and how to improve your accuracy. Brand new chapters include guidance on using t

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Autore	IBN 'ABD al-HAKAM
Titolo	Zavoevanie Egipta, al-Magriba i al-Andalusa Kitab futuh Misr wa 'l-Magrib wa 'l-Andalus / Abd al-Rahman Ibn Abd al-Hakam : perevod s arabskogo, predislovie i primecanija C. B. Pevznera
Pubbl/distr/stampa	Moskva, : Akademija Nauk, 1985
Titolo uniforme	Kitab futuh Misr wa 'l-Magrib wa 'l-Andalus
Descrizione fisica	439 p. ; 22 cm
Classificazione	EGI IV
Soggetti	Egitto - Storia
Lingua di pubblicazione	Russo
Formato	Materiale a stampa
Livello bibliografico	Monografia