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Titolo	Manage meetings positively : how to take charge and come up with results // Bloomsbury Publishing
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ISBN	1-280-70606-6 9786610706068 1-4081-3414-4 1-4081-0181-5
Descrizione fisica	1 online resource (97 p.)
Collana	Steps to Success
Disciplina	658.456
Soggetti	Business meetings
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Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Cover; Titlepage; Copyright; Contents; How do you manage meetings?; 1 Managing meetings:The basics; 2 Coping in difficult meetings; 3 Meeting with people from other cultures; 4 Communicating assertively during meetings; 5 Making decisions in meetings; 6 Getting the best from virtual meetings; 7 Running a brainstorming session; Where to find more help; Index
Sommario/riassunto	Too many meetings, never enough decisions. Badly-managed meetings are a waste of time, and often they just don't need to happen at all. If you have to chair or arrange meetings, this book will help you to make sure that they're useful and helpful exchanges of information rather than pointless shouting matches. Manage Meetings Positively offers practical solutions for many situations, including keeping the meeting on schedule, making sure decisions are reached, and dealing with conflict if tempers rise. Whatever your line of work, this book will help you make meetings more of a pleasure than a