

ESSENTIAL  MANAGERS

MANAGING MEETINGS



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Managing Meetings Essential Managers

John Venables

Managing Meetings Essential Managers:

DK Essential Managers: Managing Meetings Robert Heller,1999-04-26 Meetings are a crucial element of the business world but they need to be run efficiently to help and not hurt productivity Whether you lead a meeting or attend one as a participant there are common sense steps you can take to make sure you and your company are getting the most out of these ubiquitous events From assessing what kind of meeting is appropriate to the task at hand to setting an agenda to navigating conflict this book will teach you how to make sure your meetings meet your goals DK Essential Managers Manage Your Time is part of the bestselling DK Essential Managers series Packed with essential tips for today s competitive business world these efficient guidebooks are ideal for anyone interested in improving their business skills Concise treatment of dozens of techniques skills and methods make Essential Managers the most accessible guide to business available **DK**

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