



## How to Manage Meetings

By Alan Barker

Kogan Page Ltd. Paperback. Book Condition: New. Paperback. 170 pages. Dimensions: 8.3in. x 5.4in. x 0.6in. Do you find meetings boring and unproductive? Would you like advice on how to improve them, saving time and money? Do you want to know more about how groups work together? In *How to Manage Meetings*, communication expert Alan Barker analyses every aspect of holding a meeting and provides reliable advice on how to get it right. All the key topics are dealt with, including: -preparing for a meeting-effective participation-chairing a meeting-group dynamics-problem solving within a group-different types of meeting-follow-up actions. This item ships from multiple locations. Your book may arrive from Roseburg, OR, La Vergne, TN. Paperback.



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