



## Meetings Pocketbook (Paperback)

By -

MANAGEMENT POCKETBOOKS, United Kingdom, 2017. Paperback. Condition: New. 3rd Revised edition. Language: English . Brand New Book. Meetings Pocketbook reveals all the do s and don t s needed to make meetings successful. Updated and now in its 3rd edition, the popular pocketbook covers advance preparation, chairing, controlling discussions, effective participation and use of minutes. Essential reading for both organisers and participants. Don t arrange or attend another meeting without reading it , recommended one reader. A straightforward reminder of the rules , said another.



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