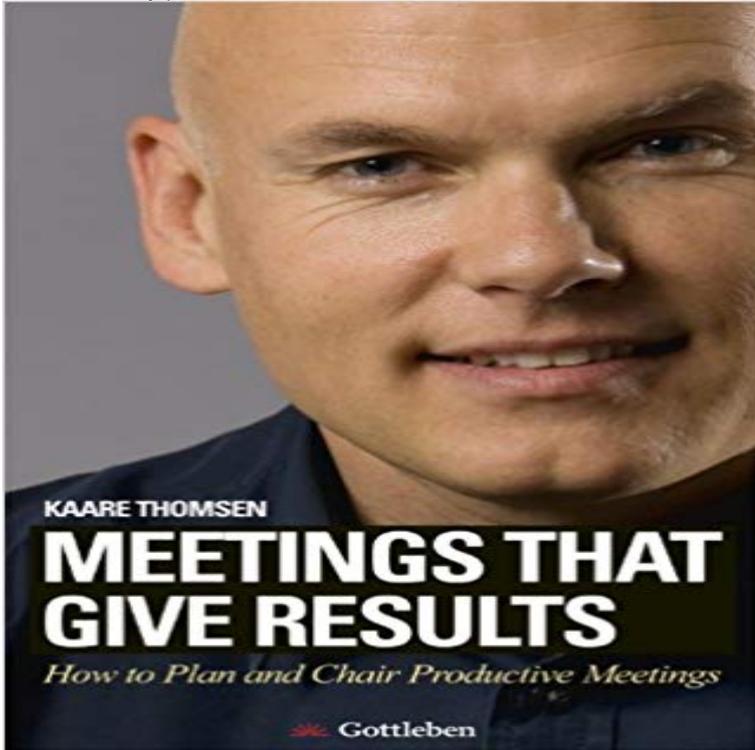


## Meetings That Give Results: How to Plan and Chair Productive Meetings



Meetings are often unproductive, boring or even unpleasant. This book will help you make sure the ones you chair are not! Take charge and be the person who ensures that meetings will no longer be dreaded, but productive, focused and enjoyable affairs. This book provides a comprehensive and concrete framework for chairing meetings and facilitating them from conception to completion. The text is short and to the point, and every chapter is self contained so that the book can be read both as a reference work and a self learning source. It is written in a straightforward language and aim to provide tangible tools for: Preparing for your meeting Agenda and notice Opening the meeting The effective facilitator Dealing with conflicts Alternative forms of meeting Presentation skills Taking notes Writing meeting minutes This practical handbook is full of techniques, examples and exercises that will help you chair meetings effectively whether in small or big organisations. Additional materials and samples can be found on the companion site [meetingshandbook.com](http://meetingshandbook.com).

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