## **Running Meetings**



Filesize: 5.15 MB

### Reviews

Good electronic book and useful one. It usually does not expense a lot of. It is extremely difficult to leave it before concluding, once you begin to read the book. (Annette Boyle)

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#### **RUNNING MEETINGS**



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Audible Studios on Brilliance, 2016. CD-Audio. Condition: New. Unabridged. Language: English . Brand New. Whether you re new to running meetings or a seasoned executive with no time to waste, leading effective (and even pleasant!) meetings is a must. Running Meetings guides you through the basics of: - Crafting a useful agenda - Inviting the right team members - Making sure everyone s voice is heard while avoiding conflict - Capturing decisions, ideas, and follow-up tasks About Harvard Business Review s 20-Minute Manager series: Don t have much time? Get up to speed fast on the most essential business skills with Harvard Business Review s 20-Minute Manager series. Whether you need a crash course or a brief refresher, each audiobook in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly listen to and apply, for ambitious professionals and aspiring executives--from the most trusted source in business.

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