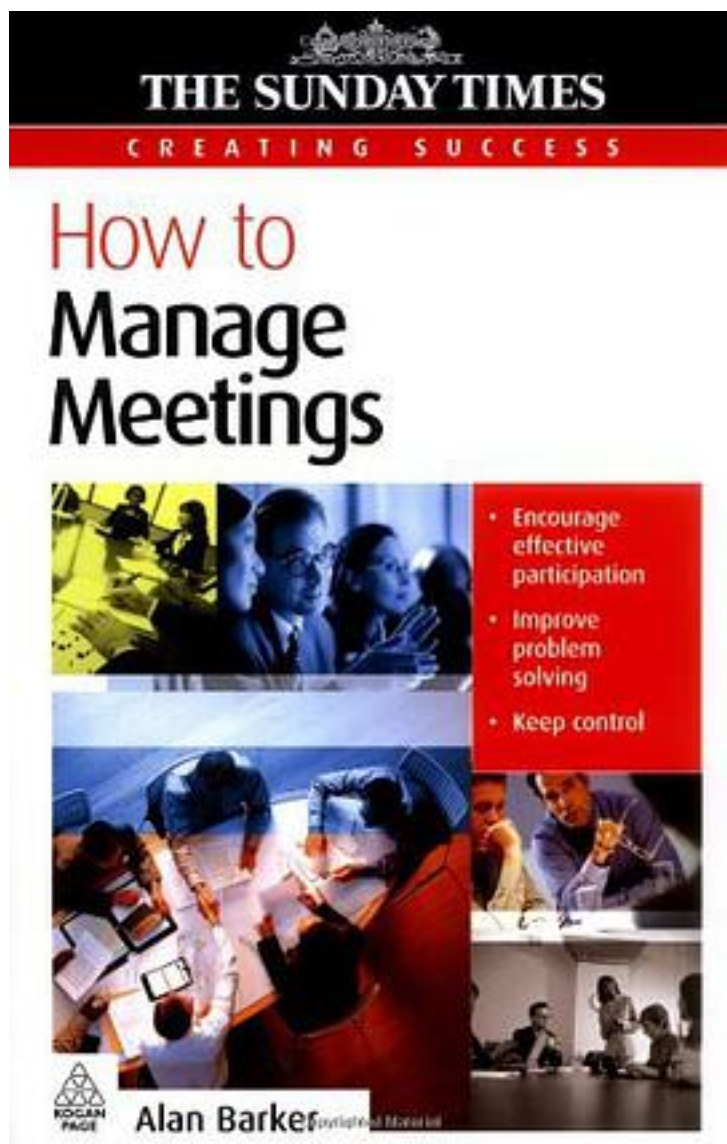


How to Manage Meetings



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著者:Barker, Alan

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Meetings are essential to business: They help us learn, exchange information and make decisions. Still, most of us dread the thought of attending yet another meeting because many of them are poorly planned and executed. Author Alan Barker offers guidance on how to get meetings right and reap the rewards of an efficient, successful meeting. Contents include: Preparing for a meeting, Effective participation, Chairing a meetings, Group dynamics, Problem-solving within a group, Different types of meetings and Follow-up actions.

作者介绍:

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