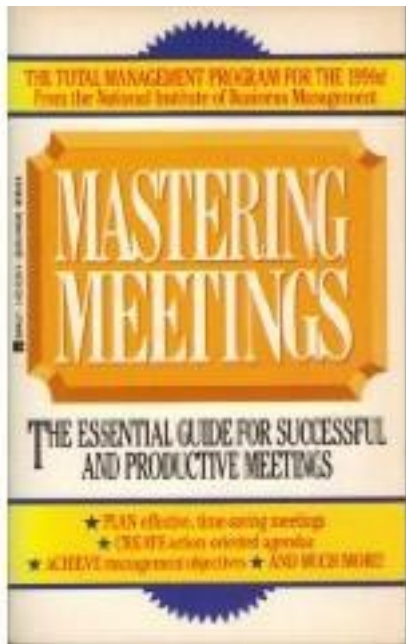


Mastering Meetings The Total Management Program for the 1990s



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They're the best in the business—3M's winning team of meeting management experts whose sole job is to critique and boost the efficiency of business meetings. And now this insightful guide is available to the thousands of business people who want to prioritize and streamline their own business meetings and get their messages across lucidly and emphatically. This book is packed with tested strategies for deciding when a meeting is necessary, creating an agenda, considering the participants, and choosing the optimum space. Full coverage is given to the latest techniques and equipment for creating exciting multimedia presentations, as well as inexpensive, high-impact visuals—charts, tables, graphs and more—using PCs, plain paper copiers, and infrared

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