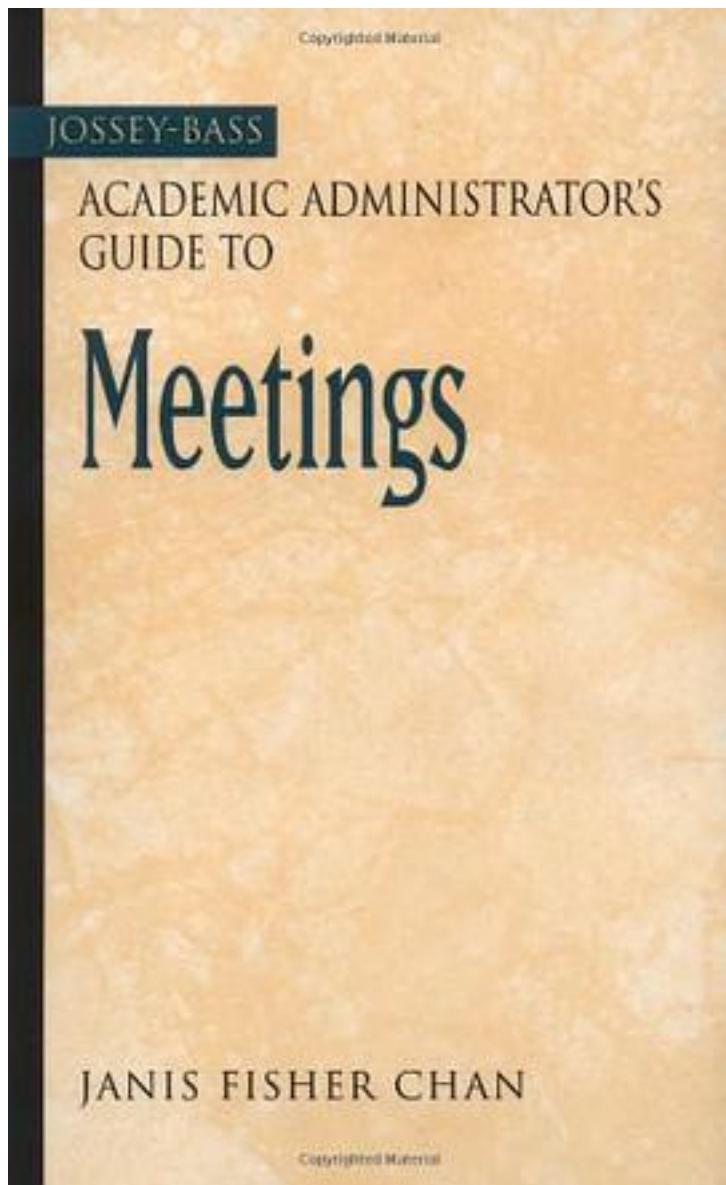


The Jossey-Bass Academic Administrator's Guide to Meetings



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Newly appointed academic managers are expected to conduct and lead a wide variety of meetings. Often, however, these managers lack the skills needed to lead meetings that get meaningful results. The Jossey-Bass Academic Administrator's Guide to Meetings is specifically designed to help managers understand how to conduct successful meetings that accomplish specific objectives as efficiently as possible. This helpful resource includes practical guidelines and information that can be put into place immediately to help ensure that meetings run effectively.

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