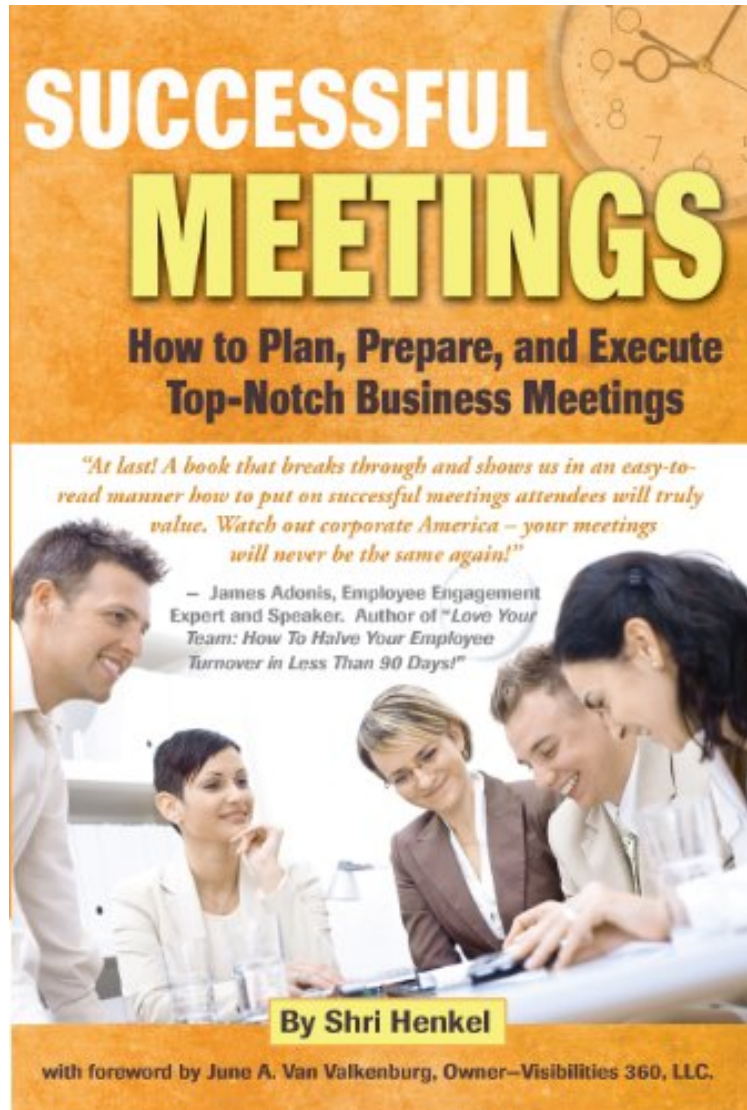


# Successful Meetings: How to Plan, Prepare, and Execute Top-Notch Business Meetings

Marie Lujanac

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Marie Lujanac : Successful Meetings: How to Plan, Prepare, and Execute Top-Notch Business Meetings before purchasing it in order to gage whether or not it would be worth my time, and all praised Successful Meetings: How to Plan, Prepare, and Execute Top-Notch Business Meetings:

16 of 17 people found the following review helpful. 50 Pages of Information Packed into 272 PagesBy RLBI was very disappointed with this book, particularly after having chosen to purchase based on other reviews. Generally, if you have never organized a meeting, never sat through a meeting, nor have any experience with meetings, you will find this book useful. Otherwise, the book contains mostly common sense ideas and approaches. Two examples of

suggestions for successful meetings are "be prepared" and "be organized", not particularly earth shattering notions. I found the book extremely repetitive--for example, in numerous chapters, we are told that it might be a good idea to have food at the meeting and that you should plan for a 15 minute break for every 90 minutes of meeting. Is this really so difficult that we must be told 4 times? I could cite many, MANY other examples of ideas and lists that repeat (essentially verbatim) throughout the book. The material, with better use of font and elimination of duplication, could have easily been presented in a much smaller handbook. On the positive side, I did find the "case studies" (actual examples provided by individuals other than the author) entertaining, particularly when they directly contradicted some of the author's advice.

10 of 10 people found the following review helpful. Everything you need to know about meetings

By Ryan W. Worthy  
This book could help anyone create a successful meeting. I've had meetings before where only 3 people show up on time (out of 15 invitees!) and I didn't know what to do. If I had read this book then, I would have known how to encourage prompt arrival prior to the meeting and wouldn't have had that problem. I really like the section on how to set up the room. At my office, most of the meeting rooms are already arranged, but if I took the time to rearrange the chairs, it would have a dramatic effect on the participation. Overall, this book provides a great overview for how to lead a meeting that gets results. It covers the basic logistical issues as well as tips for encouraging participation, leading brainstorming sessions, who you really need to invite (and not invite), and ideas for resolving personal conflicts between participants. Henkel provides checklists and forms to make the planning process easy and fool-proof. Also, the writing style is simple and easy to understand, including many lists that help clarify the topic. The section on icebreakers is very useful, especially if you are leading a meeting for people that don't always work together as a group. Often, these icebreakers can make for a more productive meeting since people are more likely to share their ideas with people they feel they know. I would recommend this book to anyone planning on leading a meeting (big or small). It will make a world of difference!

3 of 3 people found the following review helpful. Very informative

By CraftShri  
Henkel has done very well with this book, in that she lists and explains all the typical stages of planning and holding an effective meeting. This book covers all stages of a meeting from the planning stage and whether or not a meeting is necessary through the logistics of setup and what type of meeting you are trying to hold. To ways to get the group involved in the meeting and the defining characteristic of an effective meeting, how to get the things done that the meeting was called for. She covers how to ask for help and get it, from recruiting coworkers to share the responsibilities of the meeting with, to asking for feedback from a completed meeting. It was very informative for me to see a successful meeting broken down into all of its components. This allowed me to see what I already knew and those things that I knew were missing, but not quite what they were. This book is written from the point of view that would be beneficial to both the novice and accomplished meeting leader. It gives interesting ways to make sure things are going smoothly and if not, suggestions on how to get the meeting back on track. While reading this book, I definitely recognized room setups and strategies that have been used on me as an attendee at those meetings where I thought the leader or presenter did an excellent job. Nothing like reading a how-to book and going, "yes, I've seen that done," or "yep, I've seen that done before but I didn't realize why it worked so well until now." Things like that only solidify for me how well a specific technique works, and there are multitudes of these experiences described in this book. I especially liked all the charts and lists included in each section to help the novice meeting leader stay on track. She has also written in a way that you feel she is talking with you about the various styles or how not to do things. I enjoyed this as well because I've read several "how-to" books where it read either very robotic like instructions on how to put something together, or they read like the author is talking at you or down to you. This book is a must read for anyone who is trying to improve their meeting skills or are facing their first meeting!

A study by MCI found that most professionals believe that over 50 percent of meeting time is wasted. More than 90 percent admit to daydreaming in meetings, 73 percent have brought other work, and 39 percent have fallen asleep. You might think that there would be fewer meetings. However, in the survey 46 percent said they attended more meetings than a year ago. Meetings cost time and money. Many meetings end with no results or outcome. How can you be sure you are using your time and money effectively? The answer: with proper training. Even MBA graduates have never had a course in how to plan, organize, and present an effective meeting. That is the subject of this new book which will teach the proper skills and training to get great results with every meeting, every time! You will learn the checklists for planning your meeting, setting the agenda, strategic planning, how the physical setting can be improved, how to properly open a meeting, handling difficult people and maintaining control, how to assess and evaluate your meetings, and the correct method to end a meeting. Good meetings don't just happen, they are planned and created.

Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed. This Atlantic Publishing eBook was professionally written, edited, fact checked, proofed and designed. The print version of

this book is 288 pages and you receive exactly the same content. Over the years our books have won dozens of book awards for content, cover design and interior design including the prestigious Benjamin Franklin award for excellence in publishing. We are proud of the high quality of our books and hope you will enjoy this eBook version.

At last! A book that breaks through and shows us in an easy-to-read manner how to put on successful meetings attendees will truly value. Watch out corporate America your meetings will never be the same again! --James Adonis; Employee Engagement Expert and Speaker  
About the Author  
Shri Henkel owns a Management and Marketing Consulting business and is a freelance writer and marketing professional. She has 21 years of business management and 16 years of marketing experience. The knowledge she gained in this work has been invaluable in creating helpful handbooks for business managers and owners. These experiences include suggestions about techniques that worked and warnings about things that didn't. In addition to her non-fiction work, she has 4 novels in print under her pen name, Nikki Leigh. She is beginning work on her fifth and sixth novels and two novellas. Her love of the coast, history and lighthouses is apparent in her stories. On a trip to Cape Ann with her brother, Chris, she discovered the area that was the perfect setting for a series of books. The rugged land, hard working people and rich history were too compelling to ignore. Cape Ann, Eastern Point and Gloucester, Massachusetts are the setting for her books which focus on the Stormy View lighthouse. Her first novella is set along the Outer Banks of North Carolina and is the first mystery in a series.