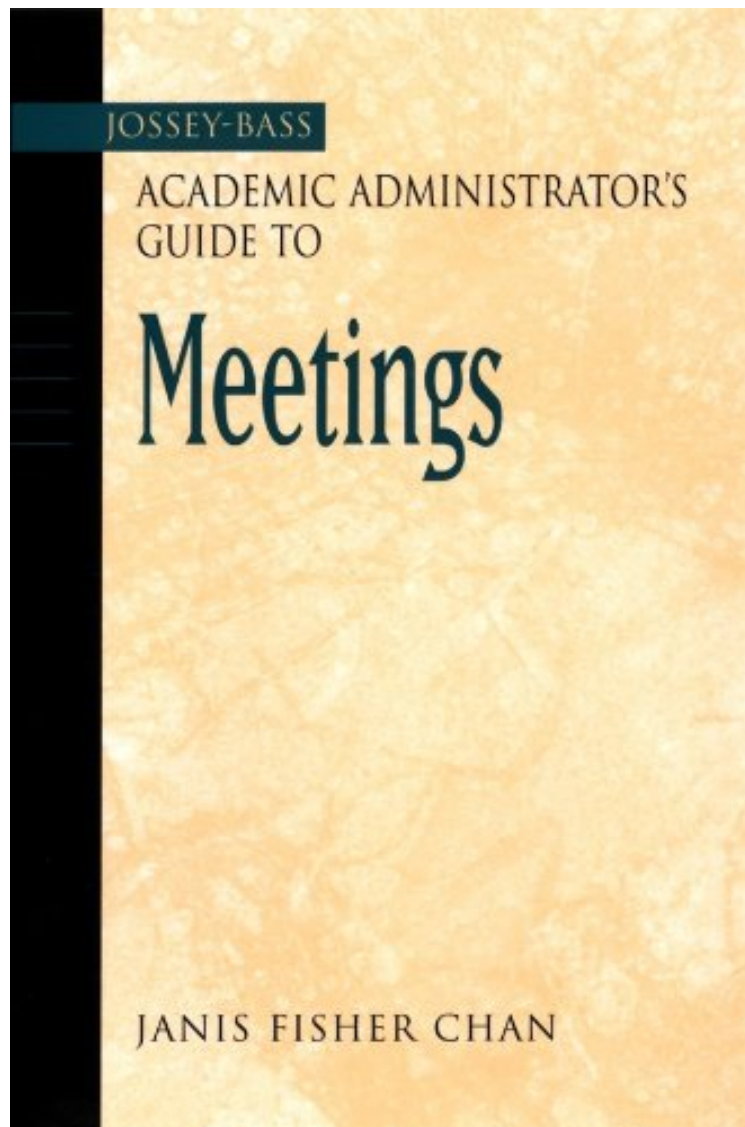


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The Jossey-Bass Academic Administrator's Guide to Meetings (Jossey-Bass Academic Administrator's Guides)

Janis Fisher Chan

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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.

From the Back Cover 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 Administrators 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. The Jossey-Bass Academic Administrator's Guide to Meetings is an invaluable tool that includes vital information needed to run meetings, including: Factors for deciding if a meeting is really necessary An effective step-by-step process for planning, preparing for, conducting, and following up a meeting Strategies for making decisions in meetings About the Author Janis Fisher Chan leads workshops on how to conduct successful meetings and provides freelance services as an instructional designer, writer, and editor. She is the coauthor of several business writing books, including Professional Writing Skills, Grammar for Grownups, Writing Performance Documentation, How to Write Reports and Proposals, and Just Commas. She is also the author of three self-study courses for the American Management Association: Successful Business Communications, Managing Your Priorities, and Making Successful Presentations.