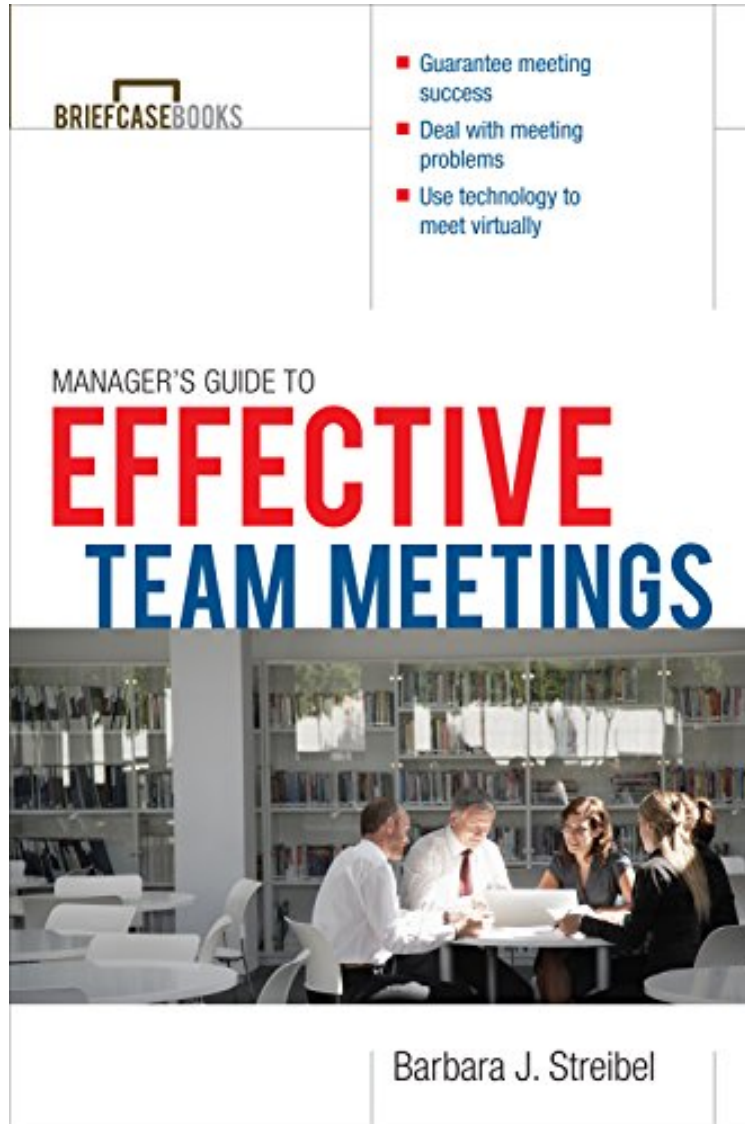


The Manager's Guide to Effective Meetings (Briefcase Books Series)

Barbara J Streibel

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Barbara J Streibel : The Manager's Guide to Effective Meetings (Briefcase Books Series) before purchasing it in order to gage whether or not it would be worth my time, and all praised The Manager's Guide to Effective Meetings (Briefcase Books Series):

0 of 0 people found the following review helpful. Great tips for even the most experienced managersBy TLFCI've used this book series with many classes I've taught on ways for managers to become more effective. This particular topic - running meetings that are efficient and results-centric - is one I've found to be of tremendous help to even the most experienced of managers. Great, easy-to-implement techniques that take meetings from being a waste of time to being experiences that create forward momentum. FANTASTIC!0 of 0 people found the following review helpful.

Good Less Expensive AlternativeBy WomanThis text can be repetitive and boring. There are other texts I like more, but this had all the nuts and bolts I needed to use in a Leadership Develop Group. I bought over 10 texts. There were a few complaints regarding repetitiveness, but overall it can fit a basic need. Printing quality and paper is ok, not glossy.1 of 1 people found the following review helpful. Meeting cookbookBy EricGreat for information on how to properly hold a meeting. A source of information for structuring the agenda of a meeting. Good information on what not to do as well.

Now translated into 11 languages! This reader-friendly, icon-rich series is must reading for all managers at every level All managers, whether brand new to their positions or well established in the corporate heirarchy, can use a little "brushing up" now and then. The skills-based Briefcase Books series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. The Manager's Guide to Effective Meetings is a hands-on guide to planning and conducting meetings that fellow professionals will want to attend. It provides techniques for keeping a meeting focused and on target, reveals latest tools for meeting "virtually," and more. This latest addition to the popular Briefcase Books series will prove invaluable to anyone who has to plan or conduct meetings, in any environment.

From the Back CoverTechniques for Turning Each Meeting into an Open Exchange of Ideas--and a Value-Adding Asset for Your Organization Meetings can either be the bane of employee life or they can help facilitate the cooperation needed to efficiently and effectively work together.The Manager's Guide to Effective Meetings shows you how to plan and conduct meetings that involve each participant, promote a strong sense of community and, most importantly, drive your organization forward. Look to this latest volume in McGraw-Hill's popular Briefcase Books series for field-proven techniques and strategies to: Begin each meeting with purpose--and end it with accomplishment Head off time-wasting interpersonal conflicts and turf battles Learn how to use technology to hold "virtual" meetings In our increasingly collaborative work environment, the ability to manage results-driven meetings has become a critical career asset. Let The Manager's Guide to Effective Meetings provide you with a step-by-step template for energizing your next meeting, and transforming it from a roomful of clock-watching individuals into a collaboration of involved and enthusiastic partners. Briefcase Books, written specifically for today's busy manager, feature eye-catching icons, checklists, and sidebars to guide managers step-by-step through everyday workplace situations. Look for these innovative design features to help you navigate through each page: Clear definitions of key terms, concepts, and jargon Leadership strategies for improving meeting participation How-to hints for creating results-focused collaboration Advice for avoiding common meeting errors and missteps Warning signs for seeing--and heading off--potential meeting disasters Stories and insights from the experiences of others Steps for the implementation of proven procedures and tactics About the AuthorBarbara J. Streibel, Ph.D., is a consultant and manager of intellectual capital development at Oriel Incorporated.