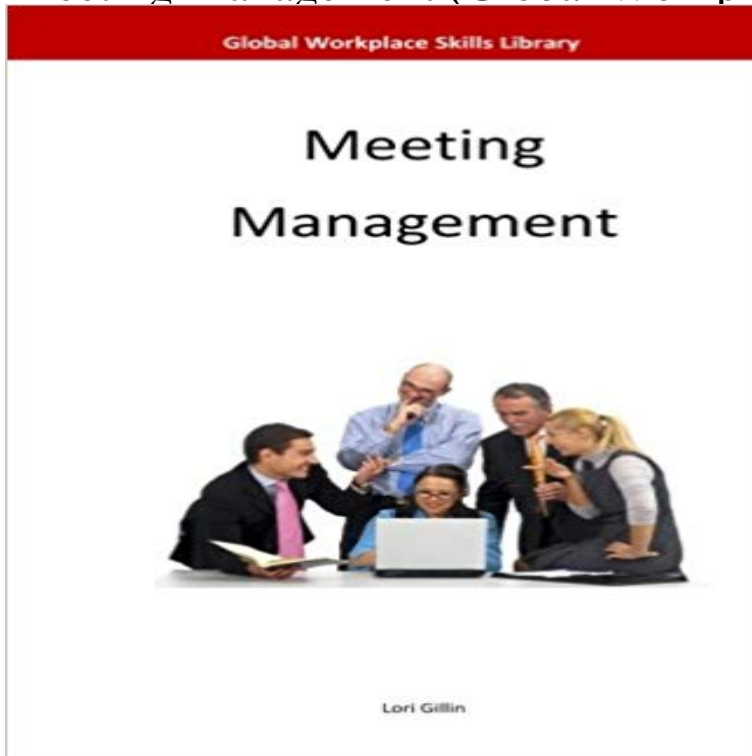


## Meeting Management (Global Workplace Skills Library)



You are on your first project and you have to organize and manage the project kick-off meeting. What do you do first? Do you create the agenda or the invitation list? How do you run a meeting? What preparation do you need? All of these are valid and real questions you, as the meeting manager, must address. There is no doubt about it. Meetings require skill and technique in order for the meeting to achieve its purpose. Disorganized and poorly managed meetings waste time and hurt your credibility as a meeting manager. Consistently leaving a poor impression with the attendees will haunt you if left unchecked. This book is designed to give you the basic tools you need to initiate and manage your meetings. You will learn planning and leading techniques that will give you the confidence to run a meeting that will engage your attendees and leave a positive and lasting impression.

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By the skills and techniques that can be used to manage workplace conflicts more effectively. **Virtual Team Building and Management (Global Workplace Skills Executive and Personal Assistants: in the workplace (Global Workplace Skills Library) [Lori Gillin] on . \*FREE\* shipping on qualifying offers. 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