



Meetings That Work (Manager's Toolkit Book 1)

Kenneth Wason

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People spend a lot of time at work in meetings. And according to a well-publicized survey, most employees feel that many are a waste of time. Fortunately, it doesn't have to be this way. This easy to understand e-book will show you how to design and run effective meetings time after time by following a simple process that you can use for any size meeting. You'll learn:

- What makes meetings succeed, and why many fail.
- The crucial roles that need to be filled in each meeting.
- The 8 Steps for Designing Effective Meetings.
- Tips for Running an Effective Meeting.
- How to deal with potential problems you may encounter such as:
 - o Group has problem getting started
 - o Stares and Silence
 - o Negative Remarks
 - o Separate Agendas
 - o One person trying to dominate the discussion
 - o Off the subject "sermons"
 - o Personal attacks
- How to use effective group discussion processes to:
 - o Generate Ideas by Brainstorming
 - o Solve Problems
 - o Make Better Decisions
 - o Plan Tasks
 - o Set Goals

Designed specifically for e-book users, this version of "Meetings That Work" is something you'll want to keep on hand and refer to every time you need to design and/or run a meeting.

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