



Meetings That Work! A Practical Guide to Shorter and More Productive Meetings

Richard Y. Chang and Kevin R. Kehoe

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Provides a wealth of practical examples and proven methods that can be applied immediately on the job to make meetings more effective and productive. It explains essential meeting roles, meeting stages, key responsibilities before, during and after the meeting, how and why to evaluate the meeting, common meeting problems and solutions, using a meeting agenda, and handling meeting challenges.

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