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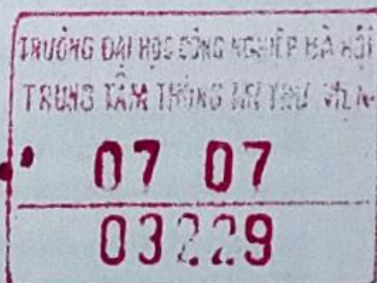
# Running Meetings



Lead with confidence  
Move your project forward  
Manage conflicts

20 MINUTE MANAGER SERIES

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Printed in the United States of America

14 13 12 11 10 9 8 7 6 5 4

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The web addresses referenced in this book were live and correct at the time of the book's publication but may be subject to change.

Library of Congress Cataloging-in-Publication Data

Running meetings.

pages cm. — (20-minute manager series)

ISBN 978-1-62527-225-6 (alk. paper)

1. Business meetings. 2. Meetings.

HF5734.5.R858 2014

658.4'56—dc23

2014004937

ISBN: 9781625272256

eISBN: 9781625272300

## Preview

Running a meeting can be an excellent way to make a decision, gather ideas, or inspire a team—not to mention an excellent opportunity to demonstrate your organizational, motivational, collaborative, and leadership skills. But we often fail to approach meetings with the kind of discipline and attention that they deserve, and so things frequently don't go as well as they could. This book will help you with the basics so you can make every meeting as productive as possible:

- Setting the right agenda
- Picking the right people for the meeting—and making sure they attend
- Executing your plan

## Preview

- Energizing your team
- Hosting virtual participants successfully
- Managing conflict
- Making decisions
- Ensuring effective follow-through on tasks after the meeting

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