THUMBNAIL NOT AVAILABLE

Meetings Do s, Don ts and Donuts: The Complete Handbook for Successful Meetings (Paperback)

By Sharon M Lippincott

Lighthouse Point Press, United States, 1999. Paperback. Book Condition: New. 2nd. 226 x 152 mm. Language: English . Brand New Book. The classic reference, updated to cover the Internet, new software applications, video conferencing and teleconferencing. Tired of boring, time-consuming meetings where nothing s accomplished? Here are the tools you ll need to run more productive meetings that save time and get results. With new information on electronic meetings and software tools, Meetings: Do s, Don ts and Donuts is not only the most useful meetings book available, it s also the most relevant to today s wired business world. - Kenneth V. Rousseau, Director of R D/New Product Management, Synopsys, Inc. Meetings: Do s, Don ts and Donuts is an invaluable tool for transforming a meeting from a rudderless time waster into a productive, enjoyable session. Everything you need is here: from preparing agendas to dealing with difficult people to video- conferencing. Don t schedule another meeting before reading this book. - Shannon Whelan, Quality Improvement Consultant, Human Resource Director, Healthcare Recoveries, Inc. I was so impressed with the first edition that I purchased 100 copies to give as gifts to my club presidents and committee members. - Leo...

READ ONLINE
[2.09 MB]

Reviews

A really awesome pdf with lucid and perfect information. It is loaded with wisdom and knowledge I am just effortlessly could get a satisfaction of reading a composed book.
-- Claudine Jerde

This composed ebook is wonderful. I could comprehended almost everything out of this composed e ebook. You may like just how the blogger publish this ebook.
-- Dr. Cesar Marquardt Jr.