



10 Steps to Successful Meetings

By -

American Society for Training Development, United States, 2009. Paperback. Book Condition: New. 224 x 152 mm. Language: English . Brand New Book. Whether you are leading a status meeting, a strategic planning session or a team kick off meeting 10 Steps to Successful Meetings teaches you everything you need to conduct efficient and effective meeting. This book will help you to quickly identify the meeting goals and required participants, develop a detailed meeting agenda and lead meetings effectively accomplish the defined goals and objectives.



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