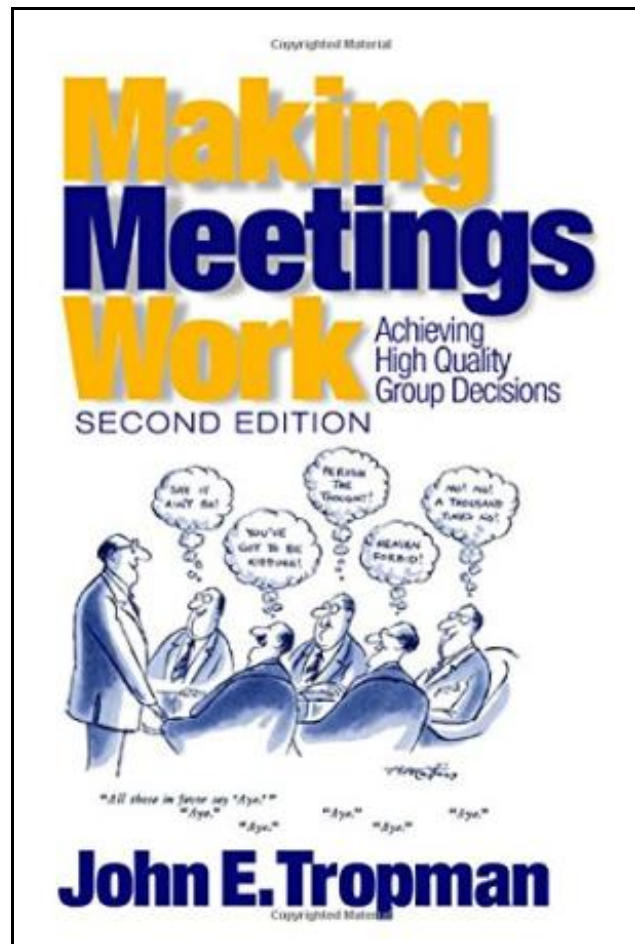


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MAKING MEETINGS WORK: ACHIEVING HIGH QUALITY GROUP DECISIONS (PAPERBACK)



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SAGE Publications Inc, United States, 2003. Paperback. Condition: New. 2nd Revised edition. Language: English . Brand New Book ***** Print on Demand *****.Making Meetings Work: Achieving High Quality Group Decisions, Second Edition covers everything you need to know about organizing engaging meetings, including preparing agendas, controlling what happens behind the scenes prior to and after meetings, and managing conflicting values and personalities. Through the Meeting Masters Research Project at the University of Michigan, author John E Tropman observed and interviewed the nation s most successful meeting experts to find out how to make meetings both stimulating and productive. Based on his findings, Tropman formulated seven principles and fourteen commandments for implementing dynamic meetings. This Second Edition has been extensively revised and expanded to include: - Family meetings and family group decision making; - Problems and solutions for board of directors meetings; - Community and civic meetings; - Volunteers and meetings; - Leadership in community decision making. Making Meetings Work: Achieving High Quality Group Decisions, Second Edition provides simple, easily applied best practices for supervising or instigating meetings with decision accomplishment outcomes. Author John E Tropman reveals goal oriented procedures that keep proposals moving towards quality group decision making and assure other participants look forward to attending your meetings. Written with humor and a deep understanding of the realities of business and political life, Making Meetings Work: Achieving High Quality Group Decisions, Second Edition is an extraordinary resource for anyone who leads, facilitates, or attends meetings.

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