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LEADING EFFECTIVE MEETINGS EBOOKS 2019

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u003cbu003eReady to take your business to the next level? Find out everything you need to know about leading effective meetings with this practical guide.u003c/bu003eu003cbr /u003eu003cbr /u003eMeetings are a key part of office life in the 21st century, but frequently last much longer than expected and fail to lead to concrete decisions, leaving participants frustrated and demotivated. Nonetheless, thanks to careful planning, preparation and focus, it is possible to hold productive meetings with engaged participation and effective joint decision-making.u003cbr /u003eu003cbu003eu003ciu003eu003cbr /u003eIn 50 minutes you will be able to:u003c/iu003eu003c/bu003eu003cbr /u003e☐☐Prepare effectively for any meeting by making sure you have all the necessary materials and informationu003cbr /u003e☐☐Ensure that all participants contribute to the discussion and that time is not wasted in off-topic discussionsu003cbr /u003e☐☐Monitor the outcome of the meeting and ensure that the decisions agreed on are implementedu003cbr /u003eu003cbr /u003eu003cbu003eABOUT 50MINUTES.COM| COACHINGu0026#xa0;u003c/bu003eu003cbr /u003eThe Coaching series from the 50Minutes collection is aimed at all those who, at any stage in their careers, are looking to acquire personal or professional skills, adapt to new situations or simply re-evaluate their work-life balance. The concise and effective style of our guides enables you to gain an in-depth understanding of a broad range of concepts, combining theory, constructive examples and practical exercises to enhance your learning.u0026#xa0

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