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Moving Meetings (Paperback)

By Jana M. Kemp

McGraw-Hill Education - Europe, United States, 1994.
 Paperback. Book Condition: New. 231 x 187 mm. Language: English . Brand New Book ***** Print on Demand *****. Moving Meetings offers step-by-step guidance on ensuring a successful meeting through careful preparation, mastery of essential communication skills, and active intervention to keep meeting participants focused on a meeting's agenda and goals. You'll learn to change meeting breakers, such as overscheduling, concluding without an action plan, and lack of leadership, into meeting makers -- concrete strategies and tactics to keep meetings moving.



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