



# Run Meetings: Learn How To Run Meetings Efficiently And Effectively (Pocket Manager Books)

*Kate Keenan*

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Do you run meetings without feeling in control of them?

Positive and productive outcomes are the key objectives of any meeting. Many people say that a large proportion of the meetings they attend are futile and achieve little if anything at all. Running meetings is a relatively straightforward process, once you know what they involve and what you need to do to produce positive results. This book shows you how.

When you have read this book...

- you will be aware of the effects of group dynamics
- you will know how to exert control and get results
- you will be confident that meeting you run will achieve their purpose

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