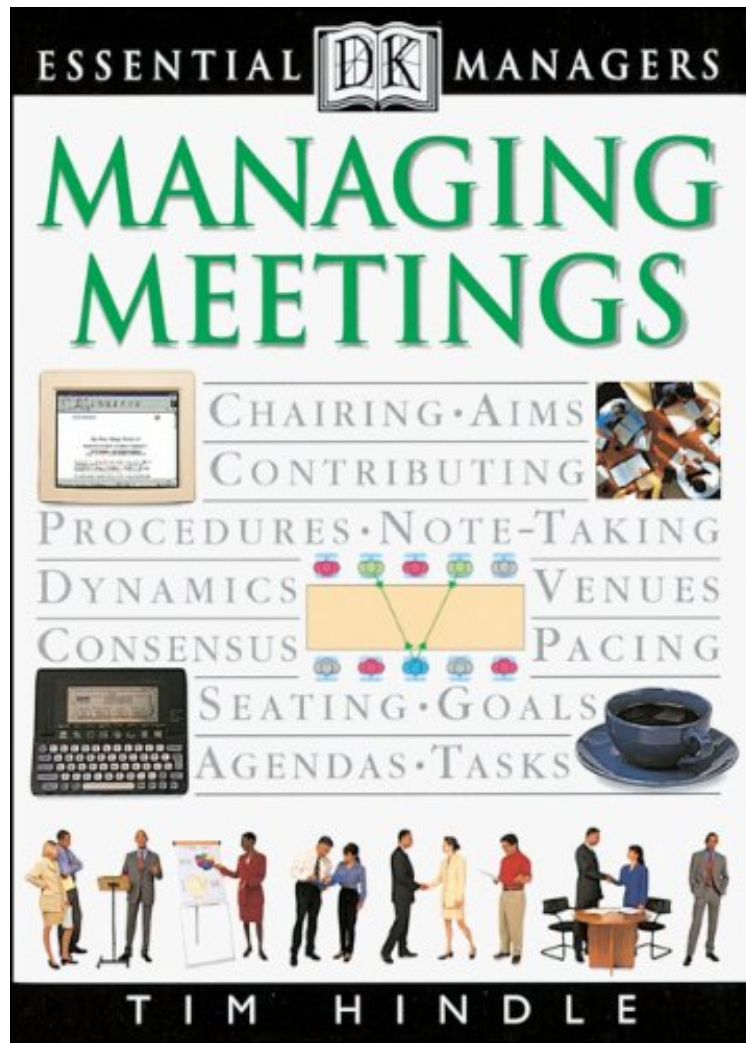


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DK Essential Managers: Managing Meetings

Robert Heller

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Robert Heller : DK Essential Managers: Managing Meetings before purchasing it in order to gage whether or not it would be worth my time, and all praised DK Essential Managers: Managing Meetings:

0 of 0 people found the following review helpful. Five StarsBy Russell P. TitmasThis is a good one!1 of 3 people found the following review helpful. Dealing TacticsBy Ilaxi S. PatelAlways so fond of 'Weekly Kids Parental Meets', what I ever thought after attending meetings in person or groups elsewhere is, that most of the chairpersons and leaders lag somewhere when it came to 'Effective Managing Meetings' for Constructive results. I make a point to gift this book of Tim Hindle to the chiefs with a purpose to enhance their potentialities with better Managing Committees or groups. Most of the places, a meeting begins with a 'Cause', meet, dine and be merry to end up with time running short. This Book is a 'Perfect Gift' as it has detailed power tips to hand real life situations and develop first-class meeting skills to improve efficiency and decisiveness. Right from Defining Meetings whether Formal or Informal,

knowing aims, selecting attendees, preparing agenda, site, passing the message, handling problems, checking those pitfalls and lot more reflects how to deal with situations. The book has small tabled 'Things to do' and analysis, charts too handy. I recommend this book for every newbie and existing top persons whether in Business or conducting Groups, Ladies wings, etc. A must read. 8 of 9 people found the following review helpful. A Good Primer By Thomas Cook This book is fairly basic, and its layout of short chapters, lots of headings, photos, lists, and tables make it a quick and easy book for browsing. This is a good book for those with little experience, or confidence, in handling or attending meetings. It also serves as a quick refresher, because of its format. You will not find anything profound or innovative, and some of it is a little too simplistic or irrelevant. At times it seems a little exploitive in its approach to human relations; it is not long on how to overcome differences or conflicts. Still, I recommended it in the leadership development course which I teach.

Learn all you need to know about allocating time wisely, from assessing the reasons that time problems arise to distributing your time realistically and effectively. *Manage Your Time* shows you how to prioritize your workload and cope with other people's demands, plus it also provides practical techniques for you to use when organizing your time. Power tips help you handle real-life situations and develop first-class time-management skills that will dramatically improve efficiency and results. *The Essential Manager* have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides that slip easily into a briefcase or a portfolio. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement available. Make the most of your meetings with this guide to organization and presentation skills.

.com If all business meetings could happen as concisely and productively as this nifty little book dispenses advice, we wouldn't need a pocket-sized meeting planner like this in the first place. But, because most of us do, be glad that this 72-pager offers what it does--namely, smart secrets and strategies for getting twice as much accomplished in meetings, and in half the time--including how to decide if you need to call a meeting in the first place, and, if so, if you can make it a quick and informal one; prepare a meeting, from the participants and location to the agenda; get the most out of your attendance at a meeting, from making sure that you're seen and heard to practicing "active listening" and taking good minutes; chair a meeting effectively by maintaining pace and order, problem-solving, and evaluating your own skill as a chairperson. On every page, boxed tips, handy checklists, and mini case studies bring all of the advice to life. Granted, if you're looking for very specific or in-depth guidance, you might find this book too cursory and general in its approach. But, if you're looking for a thumbnail guide to the basics, it'll do just fine. It's worth mentioning that the book is part of the "Essential Managers" series by reference publisher Dorling-Kindersley--a series comprising 20 itty-bitty books on business and career topics that range from communication, leadership, and decision-making to the management of time, budgets, change, meetings, people, projects, and teams. Combining the talent of the "For Dummies" book series for breaking down a lot of information into bite-sized bits and sidebars with Dorling-Kindersley's signature design style of crisp, classy graphics on a gleaming white backdrop, the books don't represent the cutting edge of business thinking or reflect necessarily any unique individual perspective. Instead, it's as if someone had collated the best general thinking on these 20 topics, and rolled them out into 72 brightly designed and easy-to-read pages--studded along the way with boxed tips, color shots of a multiracial cast of "coworkers" animatedly hashing through the workplace issues of the day, and, on the last few pages of each volume, a self-test of one's skills in the topic at hand. Again, they're not for anyone who's looking for more in-depth or focused help on any of the covered subjects, but they're perfect as a quick general-interest reference; and, let's face it, they're so damn cute, and look so smart in a neat little stack or row, that probably you'll want to buy a whole bunch to give as gifts to your entire staff or department. --Timothy Murphy About the Author Robert Heller is a leading authority in the world of management consultancy and was the founding editor of Britain's top management magazine, *Management Today*. He is much in demand as a conference speaker in Europe, North and South America, and the Far East. As editorial director of Haymarket Publishing Group, Robert Heller supervised the launch of several highly successful magazines such as *Campaign*, *Computing* and *Accountancy Age*. His many acclaimed -- and worldwide bestselling -- books include *The Naked Manager*, *Culture Shock*, *The Age of the Common Millionaire*, *The Way to Win* (with Will Carling), *The Complete Guide to Modern Management*, and *In Search of European Excellence*.