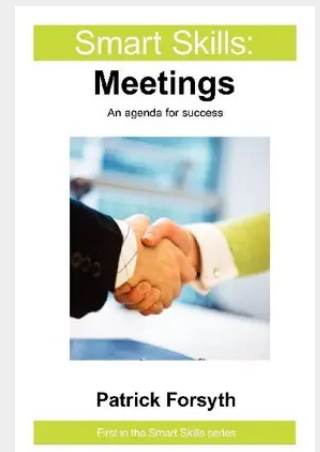


Forsyth

Smart Skills

Meetings

The first in the "Smart Skills" series, "Meetings" offers all you need to know to get the most out of meetings - from setting meetings up, leading them, to how to make the most out of them once the meeting is over. A must for any employee, manager, freelancer or business owner. The book offers proven, practical advice on: setting objectives and creating practical agendas; deciding who should attend and when and where; effective chairing and effective participation - the communications skills necessary - listening, observing, questioning and getting your points across; dealing with problems; follow up after the meeting to prompt suitable action.



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