

### HBR Guide to

## Finance Basics for Managers

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# **Hbr Guide To Finance Basics For Managers Hbr Guide Series**

**Lingjun Ying** 

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one reads or acts on Meetings can feel like a waste of time But when you invest a little energy in preparing yourself and your participants you ll stay focused solve problems gain consensus and leave each meeting ready to take action With input from over 20 experts combined with useful checklists sample agendas and follow up memos the HBR Guide to Making Every Meeting Matter will teach you how to Set and communicate your meeting s purpose Invite the right people Prepare an achievable agenda Moderate a lively conversation Regain control of a wayward meeting Ensure follow through without babysitting or haranguing Arm yourself with the advice you need to succeed on the job from a source you trust Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

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