

Great Meetings!

great results

Revised
and
Expanded

A practical
guide for
facilitating
successful,
productive
meetings



by Dee Kelsey and Pam Plumb

Great Meetings Great Results

A Loxley



Great Meetings Great Results:

Leading Great Meetings Richard Lent, Richard M Lent Ph D, 2015-06-16 Attend any good meetings lately Make the next one you lead a great one Leading Great Meetings How to Structure Yours for Success shows how to plan and run more effective meetings by changing their structure This book s recommendations differ from those that rely on adopting rules or changing behavior Such methods may fail in the heat of discussion but the right meeting structure helps people meet productively without having to remember how to behave Leading Great Meetings can help you with board team and other meetings of any size It explains 12 choices and 32 tools for creating effective structures in any setting You select choices and tools relevant to your situation Also included are stories examples and even blueprints that show a structural approach in action There is also a chapter dedicated to effective structures for virtual meetings Finally there are recommendations for what to do under pressure when there is little time to prepare Some common meeting challenges you can address through structure include Poor commitment to decisions Running over time Difficult disrespectful discussion Presentations that overwhelm participation Keeping everyone engaged Ineffective virtual meetings Start running more productive meetings beginning with your next one Great meetings! great results Dee Kelsey, Pam Plumb, 2004 Great Meetings Build Great Teams Rich Maltzman, Jim Stewart, 2023-07-11 Struggling with ineffective project meetings You re not alone 67% of executives believe their virtual meetings are failures Only 17% of senior managers find their meetings productive A mere 30% of meetings are considered productive with only 37% using an agenda Want to create happier more successful project teams Better run meetings are the key As project leaders we often dislike avoid and fail to properly plan meetings This practical guide will help you facilitate project meetings and build cohesive teams making your meetings more productive and yielding better project results In this book you ll discover How improving traditional PM meetings and Agile events can enhance continuous team building making you a better project leader Strategies to overcome challenges in managing conflict with real world stories from fellow project leaders Practical time tested techniques to handle disruptive participants goblins e g Billy the Bully who derail your meetings Aligned with PMI s PMBOK Guide Seventh Edition this book will help you achieve project success in today s environment hybrid in several ways in person and virtual predictive and Agile AI and human

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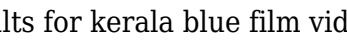
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