



# Essential Meeting Blueprints for Managers

*Sharlyn Lauby*

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## **Essential Meeting Blueprints for Managers Sharlyn Lauby**

Transform meetings in your organization with these techniques and strategies that will boost productivity and creativity to ensure your meetings always deliver results. In business, time is valuable – never waste it again with ineffective meetings by using these blueprints to optimize the time you spend in the meeting room.

From networking to strategic planning, discover tips to organize and run any type of meeting. Set goals, overcome obstacles, and sustain results to become a manager that understands the true value of meetings.

Take control of your meetings with this vital resource for managers looking to unlock fresh and effective approaches to meetings. Learn how to effectively plan, conduct, and follow up a wide range of meetings and find out how meetings can be used to build more effective relationships, develop new skills, and generate new ideas.

Featuring information on the fundamental aspects of meetings, from organizing roles and responsibilities, planning clear and productive agendas, to strategies for communicating and generating productive conversations with your colleagues, Essential Meeting Blueprints for Managers is a reliable guide that will help you focus on getting positive results from your meetings. Whether you are networking, training, discussing performance with an employee even strategizing and brainstorming, this insightful book will transform the way you see meetings, and help you cultivate a more collaborative workplace where conversations are valued as a key to business success.

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