



Guide to Meetings

By Mary M. Munter, Michael Netzley

Pearson Education (US), United States, 2001. Paperback. Book Condition: New. 198 x 140 mm. Language: English . Brand New Book. This concise, practical book is written for you if you want to assure your meetings will be. *Necessary and not just a waste of time *Interesting, coherent, and well-organized *A place for people to share, rather than show off, their ideas *Constructive, thoughtful, and creative *Inclusive, with full participation from all *Efficient and not a waste of energy In today's environment, meetings are more commonplace and important than ever, because of. *Advances in technology-such as videoconferencing and conference calls *Increased reliance on collaborative workgroups and cross-functional work teams *Increased specialization, which necessitates sharing diverse knowledge and expertise Like all books in the Prentice Hall Guides to Advanced Business Communication series, this book is. *Brief: summarizes key ideas only *Practical: offers clear, straightforward tools you can use *Reader-friendly: provides easy-to-skim format Reviews of the core concepts book for this series, Guide to Managerial Communication by Mary Munter *- Listed by the Wall Street Journal as one of the five business books you shouldn't miss. *- Really a gem. Former managing editor, Harvard Business Review *- Short, compact, practical, and readable. I liked it immensely....



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Reviews

This book is definitely not straightforward to get started on studying but extremely exciting to read. It is really simplistic but shocks in the 50 percent of the ebook. Once you begin to read the book, it is extremely difficult to leave it before concluding.

-- **Ally Reichel**

This publication is amazing. It is definitely basic but shocks in the fifty percent of your publication. You won't feel monotony at anytime of your own time (that's what catalogues are for concerning if you question me).

-- **Prof. Kirk Cruickshank DDS**