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Productive Meetings for Projects: Accidental Project Manager's Toolkit Series - Book #4

By R L Stewart

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Step by step planning project meetings how to plus how to then produce meeting minutes and manage follow through to get things done. An easy read, project management toolkit series book #4 is based around a simple yet very effective dual purpose meeting agenda/minutes template (download for free). This book will help you focus on how to prepare for a project meeting, what needs to happen during, and what to do after the meeting: 1- the meeting agenda 2-how to conduct the project meeting 3-how to produce project meeting minutes 4-how to develop and publish meeting rules and 5-how to follow through on meetings to get things done. The project meeting is a large part of project communications. Doing project meetings right is one of the primary keys to project success. In this short easy to follow book I ll take you through steps for doing project meeting right. There are nine crappy meeting indicators listed in the introduction. I ll point out some specific antidotes for these crappy meeting indicators that the tools and methods described can provide...



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