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## Meetings Do's, Don'ts and Donuts: The Complete Handbook for Successful Meetings

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By Sharon M Lippincott

Lighthouse Point Press, United States, 1999. Paperback. Book Condition: New. 2nd. 226 x 152 mm. Language: English . Brand New Book. The classic reference, updated to cover the Internet, new software applications, video conferencing and teleconferencing. Tired of boring, time-consuming meetings where nothing's accomplished? Here are the tools you'll need to run more productive meetings that save time and get results. With new information on electronic meetings and software tools, Meetings: Do's, Don'ts and Donuts is not only the most useful meetings book available, it's also the most relevant to today's wired business world. - Kenneth V. Rousseau, Director of R D/New Product Management, Synopsys, Inc. Meetings: Do's, Don'ts and Donuts is an invaluable tool for transforming a meeting from a rudderless time waster into a productive, enjoyable session. Everything you need is here: from preparing agendas to dealing with difficult people to video- conferencing. Don't schedule another meeting before reading this book. - Shannon Whelan, Quality Improvement Consultant, Human Resource Director, Healthcare Recoveries, Inc. I was so impressed with the first edition that I purchased 100 copies to give as gifts to my club presidents and committee members. - Leo...



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