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Harvard Business Review
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#303477 in eBooks 2014-05-06 2014-05-06 File Name: B00JNYCPOC | File size: 57.Mb

Harvard Business Review : Running Meetings (HBR 20-Minute Manager Series) (20 Minute Manager) before purchasing it in order to gauge whether or not it would be worth my time, and all praised Running Meetings (HBR 20-Minute Manager Series) (20 Minute Manager):

2 of 2 people found the following review helpful. Slightly better than the 2006 version By Peony Princess Slightly better than the 2006 version, but still a weak, unfocused book. No clarity at the beginning that the book is aimed at meeting leaders. Poor distinctions among specified roles, particularly those of leaders and facilitators. True facilitators will find the description of the facilitator role laughable, at best: "This is a good role for someone who wants more leadership experience but isn't yet ready to be a leader" (p.23) Perhaps even worse, much of the advice in this small

book is too abstract, general and bland to help a novice (leader or otherwise) learn how to plan, carry out and follow through on better meetings. "As you go, summarize and review the progress of the meeting frequently and explicitly. Record the ideas expressed about the most important topics on a flip chart or other tool..." What happened to the Scribe role, and to the separation of leader roles from others? Doyle and Straus gave all of us the huge gift of distinguishing roles in meetings in 1976, with their landmark book, *How to Make Meetings Work*. No need to mess that up, although in this HBR book I do like the addition of the role of expert, and the naming of participants as contributors. I wish there were lots more current insights and ideas to like. 19 of 20 people found the following review helpful. Academic, not practical
By MarcG
The principles in this book are accurate in theory but have not utility in practice. The book is written towards students preparing for a semester end presentation, or project engineers that have one project meeting to prepare for over the coming month. It is not written for the vast majority of people in the business world that need to call meetings quickly about one of the 20 hot projects they are working on. I wanted to use this book to train subordinates on how to better run meetings, but after reading the book I decided reading the book would waste their time and confuse them. A more apt title for this book would be: "Preparing for Annual Meetings." A running meetings handbook is still sorely needed... 3 of 3 people found the following review helpful. Quite useful and practical guide
By jagdish Choudhry
I found this book immensely useful - written in very simple language.

Whether you're new to running meetings or a seasoned executive with no time to waste, leading effective (and even pleasant!) meetings is a must. *Running Meetings* guides you through the basics of: Crafting a useful agenda
Inviting the right team members
Making sure everyone's voice is heard while avoiding conflict
Capturing decisions, ideas, and follow-up tasks
Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.

"...a fine guide for managers who would get the most from a business meeting; especially for those relatively new to the process of directing a meeting." -- Midwest Book About the Author
Harvard Business School Press