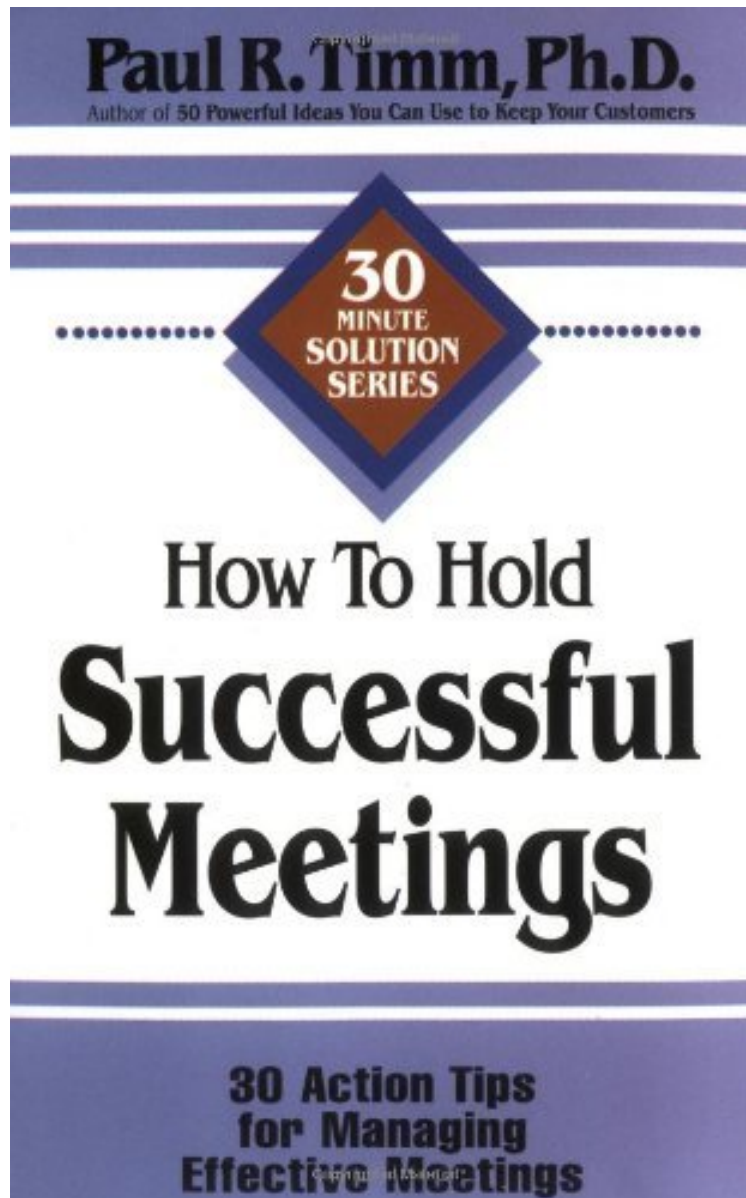


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How to Hold Successful Meetings (30-Minute Solution Series)

Paul Timm

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Business people of all levels can benefit from this guide to conducting successful meetings. Readers will learn to invite the right people to the meetings, develop a proper agenda, tactfully prevent someone from taking over the meeting, and reinvigorate a stalled meeting.