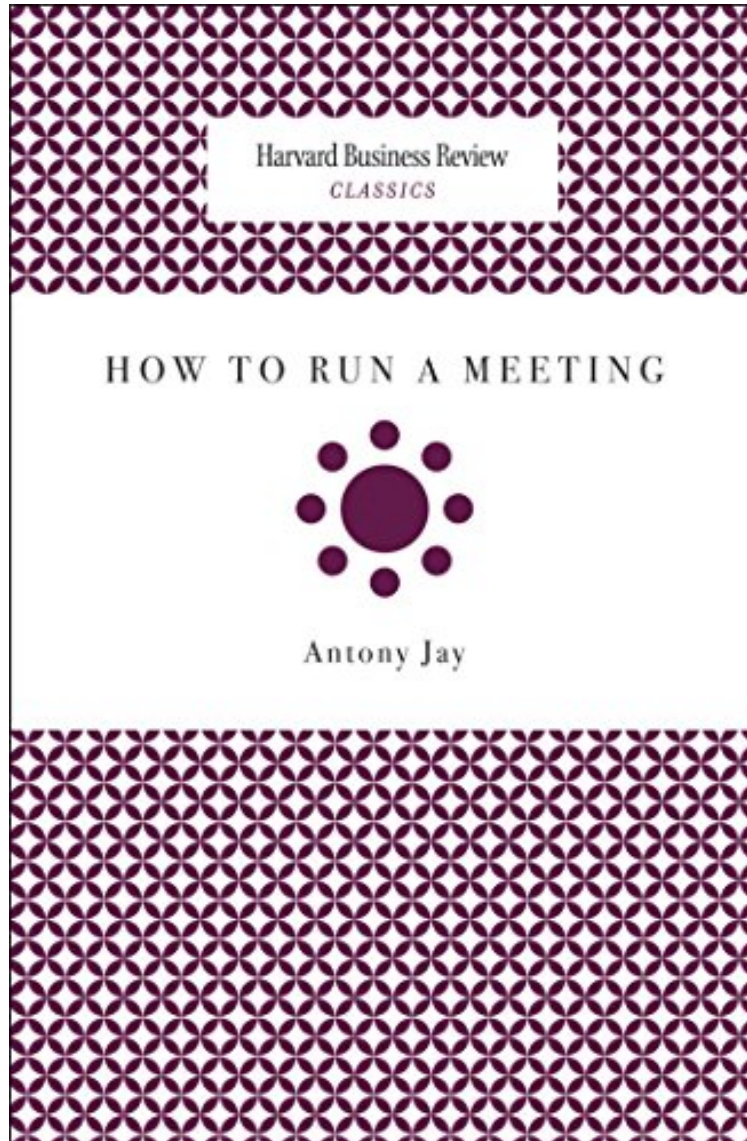


[Library ebook] How to Run a Meeting (Harvard Business Review Classics)

How to Run a Meeting (Harvard Business Review Classics)

Antony Jay

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Antony Jay : How to Run a Meeting (Harvard Business Review Classics) before purchasing it in order to gauge whether or not it would be worth my time, and all praised How to Run a Meeting (Harvard Business Review Classics):

1 of 1 people found the following review helpful. Eh.By A. GarciaSkip this pamphlet. I thought that this was a book from looking at the cover photo, but it's really not much more than a small pamphlet. I wouldn't buy this again--go with "How to Make Meetings Work" by Michael Doyle and David Straus instead. It was much more helpful to me.

What makes for a great meeting? As a leader, how can you keep discussions on point and productive? In How to Run

a Meeting, Antony Jay argues that too many leaders fail to plan adequately for meetings. In this bestselling article, he defines the characteristics that contribute to success, from keeping formal minutes to acknowledging junior staff first. These guidelines will help you get demonstrably better results from every meeting you run. Since 1922, Harvard Business Review has been a leading source of breakthrough ideas in management practice. The Harvard Business Review Classics series now offers you the opportunity to make these seminal pieces a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world.

About the AuthorMr. Jay is chairman of Video Arts Ltd., a London-based producer of training films for industry. Currently, the company is producing a film (featuring John Cleese of Monty Python) on the subject of meetings, and this article springs from the research Mr. Jay did for that project. He has also written many TV documentaries, such as Royal Family, and authored several books, including Management Machiavelli (Holt, Rinehart Winston, 1968).