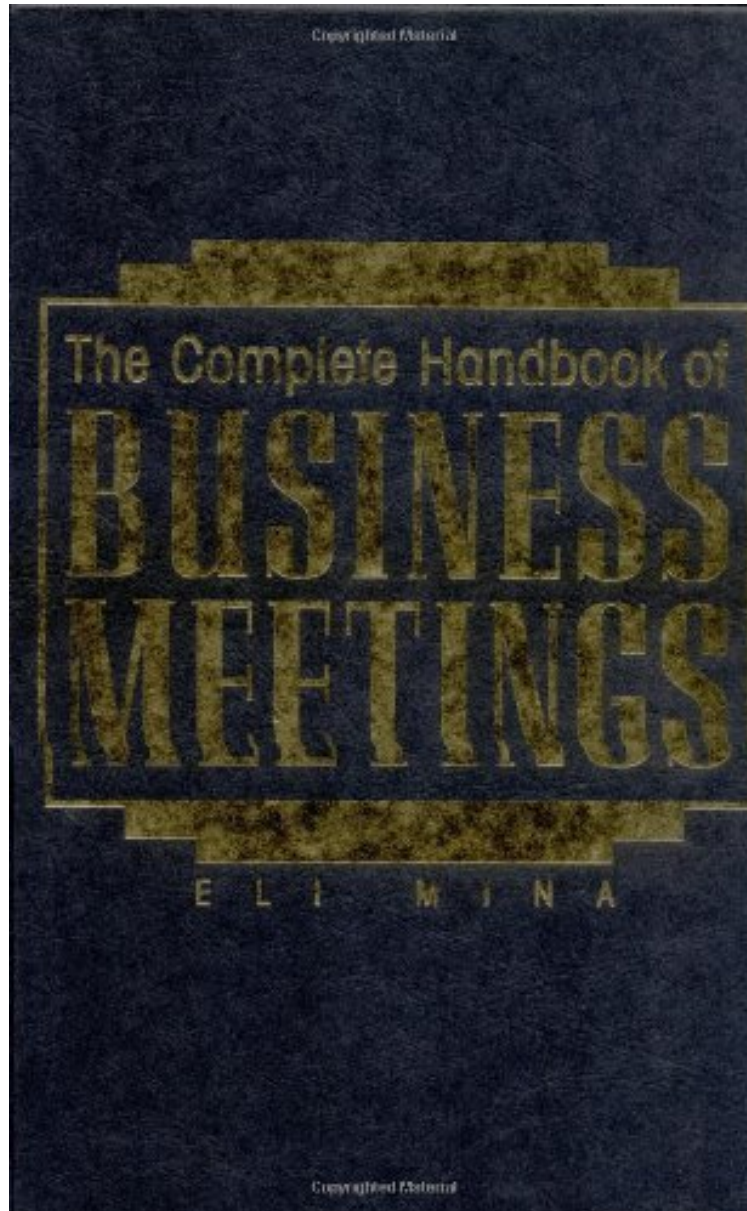


(Library ebook) The Complete Handbook of Business Meetings

## The Complete Handbook of Business Meetings

*Eli Mina*

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**Eli Mina : The Complete Handbook of Business Meetings** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Complete Handbook of Business Meetings:

0 of 0 people found the following review helpful. This is a great book!By Music DancerThere are very few books available, especially of any recency, on how to conduct an effective meeting. This book has it all. It is very comprehensive, addressing all aspects of business meetings. It thoroughly covers all the aspects in good detail. The

principles in this book can be applied to other kinds of meetings, as well. I am thoroughly trained and versed in this subject, and believe this is the best reference book out there.<sup>2</sup> of 2 people found the following review helpful. A helpful book  
By A Customer  
I found this book to be very helpful-it is a refreshing approach to meetings, and especially to the confusing and often mysterious rules of order that govern many formal meetings. It has many practical ideas and sample scripts that can easily be used. The Chapter on rules of order that make sense (Chapter 7) has helped me the most. As a result, I have been able to make a big difference in the formal meetings that I attend, by introducing these new concepts. The most practical part is the troubleshooting guide in Chapter 10. In a table format, it lists common meeting ailments and simple and practical ways to remedy and prevent them. The book is full of innovative ideas that can easily be put in to practise.<sup>4</sup> of 4 people found the following review helpful. Bravo  
By A Customer  
As a recording secretary and municipal administrator, I would recommend this book to anyone who participates, chairs, or organizes any type of business meeting. Mr. Mina's book is full of practical suggestions that are easy to implement. After making several simple changes to our meeting procedure, everyone noticed considerable improvement. "The Complete Guide to Business Meetings" is guaranteed to save your organization time and money.

This handbook is a reference and how to guide to virtually every aspect of any kind of business meeting.

Contains scripts to get a meeting back on track, deal with nitpickers who insist on using every rule of order. -- Western Living  
Includes scripts to get a meeting back on track, deal with nitpickers who insist on using every rule of order, etc. -- Western Living, October 2000  
This book shows how to organize, conduct, and facilitate meetings, showing how to oversee a meeting for maximum results. -- BOOKWATCH, October 2000  
From the Author  
The Complete Handbook of Business Meetings contains a variety of practical and proven ideas to help you plan and manage meetings and deal with controversial issues. It also includes a chapter to help you demystify and humanize the rules of order in formal meetings. Although several examples and case studies relate to more formal meetings (e.g.: boards of directors, annual meetings with many members in attendance), the fundamental principles are universally applicable. Some of the scripts in the book will need to be modified if they are to be used in corporate settings and small staff meetings. Chapter 7 on rules of order that make sense dispels the mystery behind parliamentary procedure (e.g.: Robert's Rules of Order). It gives you tools to demystify and humanize the rules of order and make them simpler and easier to use. It can help you use the rules to facilitate progress instead of confusing and frustrating your members. This chapter includes plain language terminology and tools to combat procedural nonsense in meetings (nit pickers and 'closet parliamentarians'). To make the best use of the book, read it once and list ideas you want to use. Return to the book for more ideas once you've implemented the first batch of ideas. The book should serve you as a smorgasboard of ideas. Some will apply to informal staff meetings and some to formal board or municipal council meetings. It should be noted that Chapter 9, "The Virtual Meeting" includes only a light coverage of this topic and has no analysis of current technology and decision support systems. This technology is evolving quickly and what is current today may become obsolete tomorrow.  
About the Author  
(Mr.) Eli Mina, M.Sc., P.R.P, has been in business since 1984. He serves his clients as an impartial meeting chairman and as a professional advisor on meeting dynamics and demystifying Robert's rules of order. He specializes in chairing contentious meetings and resolving highly divisive organizational disputes. He also leads interactive workshops and seminars. Eli is an Electrical Engineer (M.Sc. degree), and holds the designation of Professional Registered Parliamentarian. He has completed a conflict resolution certificate program, focusing on mediation and negotiation skills. Eli's clients come from municipal government, credit unions, business, co-operatives, condominiums, and the non-profit sector.