



# Successful Meetings: How to Plan, Prepare, and Execute Top-Notch Business Meetings

*Shri Henkel*

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A study by MCI found that most professionals believe that over 50 percent of meeting time is wasted. More than 90 percent admit to daydreaming in meetings, 73 percent have brought other work, and 39 percent have fallen asleep. You might think that there would be fewer meetings. However, in the survey 46 percent said they attended more meetings than a year ago.

Meetings cost time and money. Many meetings end with no results or outcome. How can you be sure you are using your time and money effectively? The answer: with proper training.

Even MBA graduates have never had a course in how to plan, organize, and present an effective meeting. That is the subject of this new book which will teach the proper skills and training to get great results with every meeting, every time! You will learn the checklists for planning your meeting, setting the agenda, strategic planning, how the physical setting can be improved, how to properly open a meeting, handling difficult people and maintaining control, how to assess and evaluate your meetings, and the correct method to end a meeting. Good meetings don't just happen, they are planned and created.

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