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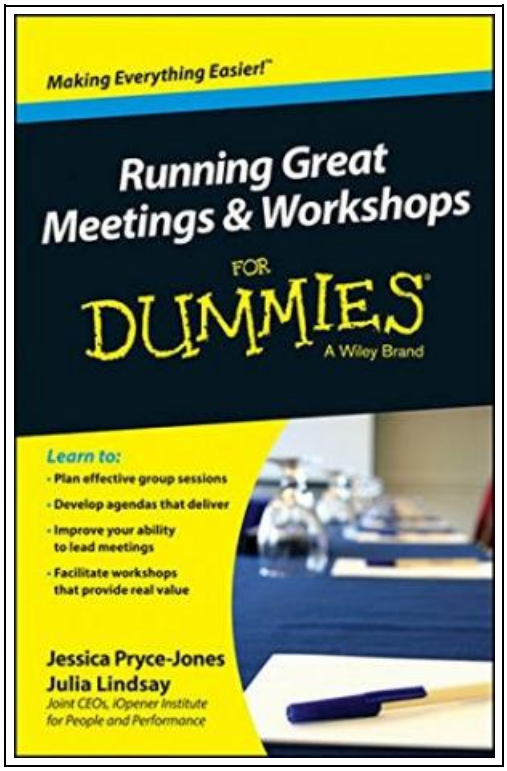

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John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Running Great Meetings & Workshops For Dummies, Jessica Pryce-Jones, Julia Lindsay, Run engaging, productive group sessions with practical guidance and expert advice Running Great Workshops & Meetings For Dummies delivers the tools managers need to facilitate engaging and rewarding group sessions. Written by two highly experienced leadership and coaching consultants, this book provides practical, hands-on instruction that can help you turn your meetings and training sessions around. Boost productivity by engaging attendees from the start, scheduling with time and energy levels in mind and keeping to a clear agenda. You'll learn the skills that will help you get the most out of every group session and discover which seemingly small details can have a huge impact on outcomes. The current global recession has increased the emphasis organisations place on skills development and training throughout the world. While specialised service organisations exist, many companies lack the means to outsource their training needs or invest in specially trained staff to get the job done. Running Great Workshops & Meetings For Dummies presents a solution by providing clear group leadership instruction with immediate applications to employees in any department. Regardless of the type of meeting, training session or workshop you're running, this book provides the information you need. * Learn to align outcomes and objectives, establish an agenda and schedule and manage pre-work for attendees * Discover how to connect with the group, establish expectations and set ground rules * Find out how to set the pace, manage challenges and objections and troubleshoot issues * Effectively evaluate the session, ensure accountability and maintain momentum Running Great Workshops & Meetings For Dummies provides practical advice you can put to work today.

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