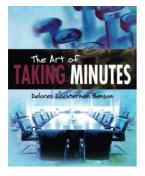
Find Book

THE ART OF TAKING MINUTES



Amazon Publishing, United States, 2011. Paperback. Book Condition: New. 262 x 202 mm. Language: English . Brand New Book. Regardless of the nature of your organization, be it a homeowners association, non-profit, retreat, guild, or corporation, meetings are a very important part of the process. The ultimate teaching and reference tool, The Art of Taking Minutes guides the office professional of any level through the many steps of arranging meetings, putting together agendas, taking notes or minutes, transcribing them in...

Read PDF The Art of Taking Minutes

- Authored by Delores Dochterman Benson
- Released at 2011



Reviews

Good e book and useful one. I have got read and that i am confident that i will likely to go through once more again later on. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Angela Blick

An exceptional publication and also the typeface utilized was fascinating to learn. Better then never, though i am quite late in start reading this one. You will not really feel monotony at at any time of your time (that's what catalogs are for concerning if you ask me). -- Thea Lind

A whole new electronic book with a new point of view. It can be full of knowledge and wisdom Its been written in an exceedingly simple way which is only following i finished reading through this pdf in which really modified me, modify the way in my opinion. -- Arianna Nikolaus