



Brilliant Meetings: What to know, say and do to have fewer, better meetings (Brilliant Business)

Duncan Peberdy, Jane Hammersley

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Many of us feel that we spend too much time in unproductive meetings when we could be getting on with some 'real' work. Well, meetings are real work and effective meetings are the springboard for great results. *Brilliant Meetings* gives you the tips, tools and techniques to transform all your meetings into positive experiences. It shows you how to:

- prepare better
- get more out of meetings when you're there
- follow up effectively to get the results you need
- attend only the meetings that matter
- use meetings to boost your profile and your career

Brilliant Meetings gives you a commonsense, workable and practical approach to making all meetings brilliantly effective, for participants, meeting leaders and organisations.

Companion website: <http://www.meetingexpert.co.uk>

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