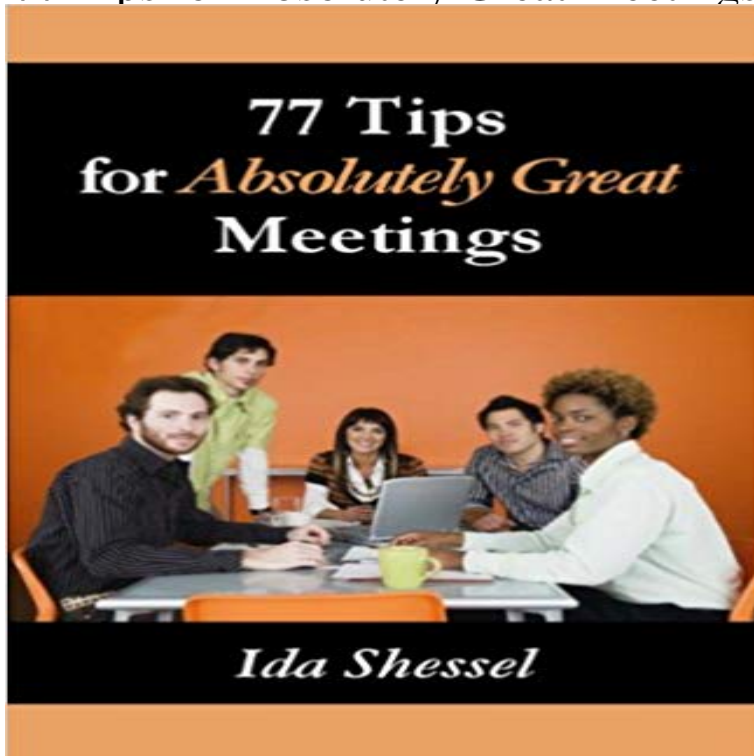


## 77 Tips for Absolutely Great Meetings



Turn dull meetings into dynamic group experiences! Chances are that you spend a lot of time at meetings - some are focused and productive, while others are not. This ebook, written by a professional facilitator, contains 77 tips for both meeting leaders and participants. Implementing one or more of these tips can produce dramatic results at your meetings. Learn how to strengthen your leadership abilities, plan effectively, use structure to get more from your meetings, manage group dynamics, empower yourself and others to become strong contributors to the meeting, and more. Inside this ebook there is even a helpful checklist that you can use to assess what you need to do to make your meetings more effective.

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