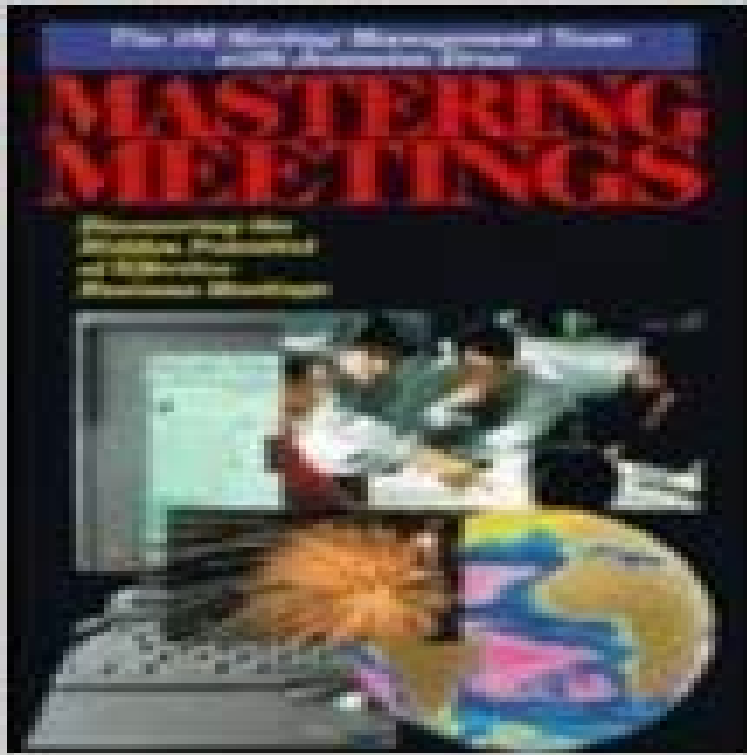


# Mastering Meetings: Discovering the Hidden Potential of Effective Business Meetings



The job of 3Ms meeting management team is to criticize and increase the efficiency of business meetings. This work presents the techniques and equipment they have found to be most effective in getting a message across. It includes tested strategies for deciding when a meeting is necessary, creating an agenda, considering the participants and choosing the optimum venue. Current techniques and equipment for creating multimedia presentations are covered, as are inexpensive, high-impact visuals, such as charts, tables and graphs, using plain paper copies and infrared transparencies.

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