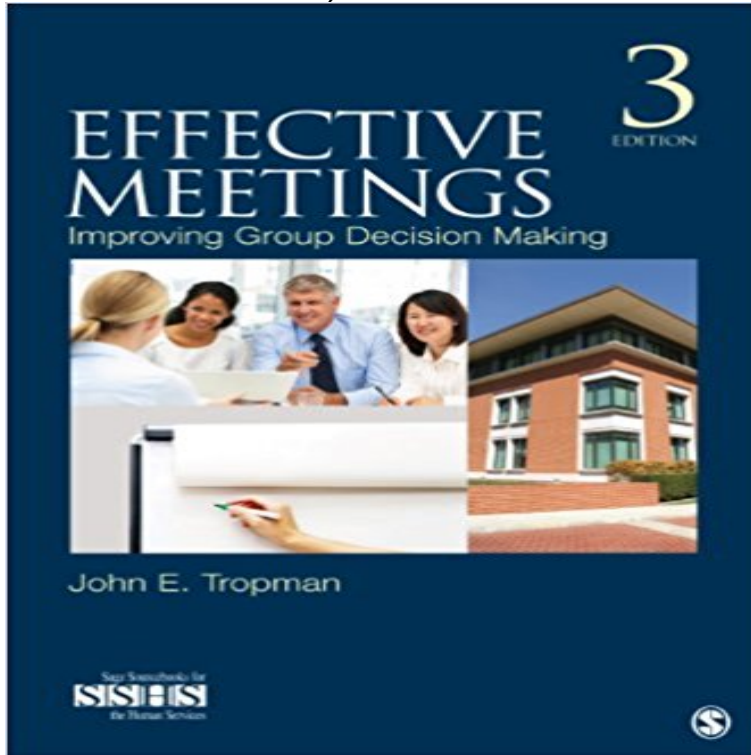


Effective Meetings: Improving Group Decision Making (SAGE Human Services Guides)



Lauded for its accessible format and humorous writing style, *Effective Meetings: Improving Group Decision Making* by John E. Tropicman, offers practical strategies for running effective meetings by highlighting the processes involved in decision making and the ways individuals contribute to making better quality decisions as a group. The Third Edition of this brief text begins with guidelines for effective decision making, then covers topics that include member recruitment, meeting preparation, agenda building, and the positions and roles required for effective meeting outcomes. Subsequent chapters deal with electronic meeting formats, the chair and participants, and the various types of meeting groups such as boards, advisory groups, and staff groups. Author John E. Tropicman teaches at the University of Michigan in the School of Social Work, the Stephen M. Ross School of Business, and the Executive Education Programs. Dr. Tropicman also works with for-profit, nonprofit, and government entities in a consultative capacity.

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