



Meetings That Make A Difference!: 100 tips for better meetings

Jonathan Frost

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Meetings Matter! They matter to you and your organisation. They are the platform that enables helpful discussion, vital debate and wise decision-making. This book is for those that who want to use meetings to influence people, situations and results. If you want to invest your time in meetings rather than spend time in them - read on! In 10 short chapters this book has over 100 tips that you can use to significantly influence the way that meetings are run. It provides some 'distilled wisdom' and reflects the learning that people have found most useful when being coached on the subject. Chapter 1 encourages you to make an important decision, one that will make you more influential in your organisation. Chapter 2 suggests the value of 'redefining the meaning of a meeting' and it provides you with 8 definitions that will provoke thought and trigger helpful tactics. Chapter 3 provokes you to understand the impact of 'collective influence' on your organisation and the part that meetings play; you can consider the 6 benefits to be gained. Chapter 4 highlights the 7 practices that good meeting facilitators engage in. Chapter 5 presents the 10 key success factors for facilitators. These are the key elements that describe the role of the facilitator. Chapter 6 helps you to know what influences group dynamics. Chapter 7 provokes you to see the importance of goal setting and how it shapes your meetings. Chapter 8 introduces 7 'tactics' that you can use to meet the goals of agenda points. Chapter 9 notes 10 traps that you want to avoid. These are the things that hinder success. Chapter 10 provides a 24-point checklist that you can use to evaluate meetings and coach others. In your working life you will invest many hours in business meetings and the purpose of this book is to provide you with tips and techniques to shape their effectiveness!

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