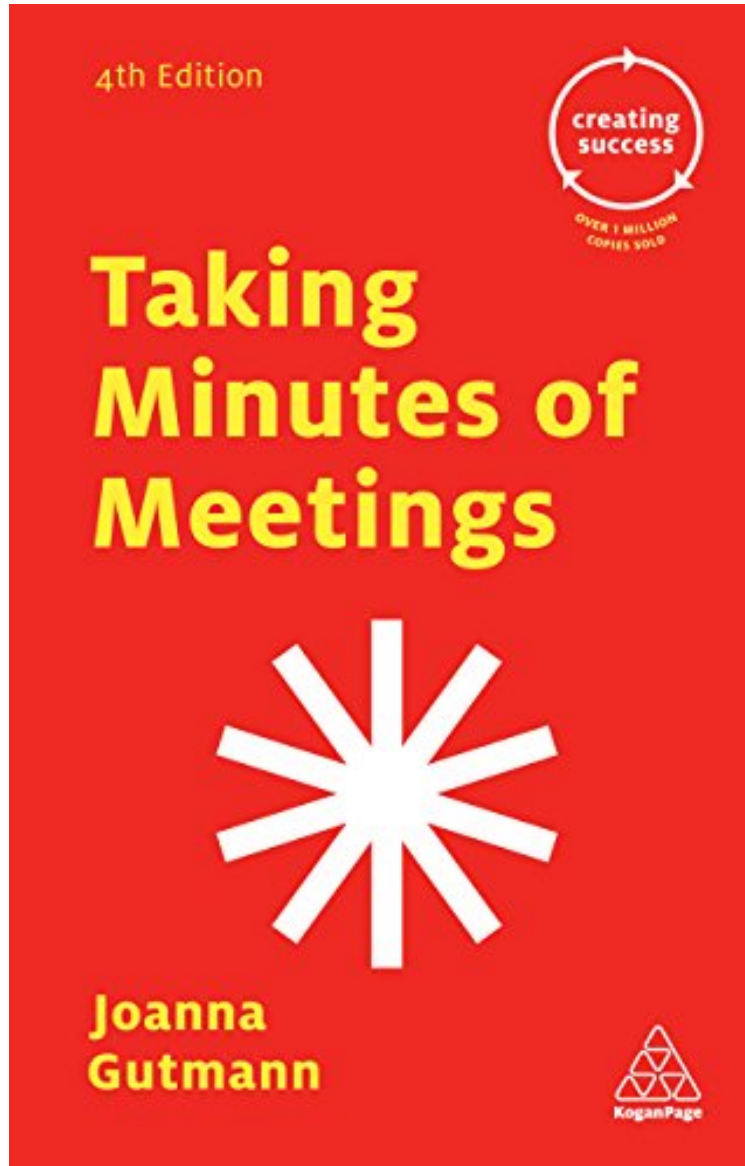


[Mobile book] Taking Minutes of Meetings (Creating Success)

Taking Minutes of Meetings (Creating Success)

Joanna Gutmann

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Joanna Gutmann : Taking Minutes of Meetings (Creating Success) before purchasing it in order to gauge whether or not it would be worth my time, and all praised Taking Minutes of Meetings (Creating Success):

Taking Minutes of Meetings guides you through the entire process behind minute taking: arranging the meeting; writing the agenda; creating the optimum environment; structuring the meeting and writing notes up accurately. The

minute-taker is one of the most important and powerful people in a meeting and you can use this opportunity to develop your knowledge, broaden your horizons and build credibility within the organization. *Taking Minutes of Meetings* is an easy to read 'dip-in, dip-out' guide which shows you how to confidently arrange meetings and produce minutes. It provides hands-on advice about the sections of a meeting as well as tips on how to create an agenda, personal preparation, best practice advice on taking notes and how to improve your accuracy. Brand new chapters of this 4th edition include guidance on using technology to maximize effectiveness and practical help with taking minutes for a variety of different types of meetings. The creating success series of books...With over one million copies sold, the hugely popular *Creating Success* series covers a wide variety of topics and is written by an expert team of internationally best-selling authors and business experts. This indispensable business skills collection is packed with new features, practical content and inspiring guidance for readers across all stages of their careers.