



Running Meetings (HBR 20-Minute Manager Series)

Harvard Business Review

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Whether you're new to running meetings or a seasoned executive with no time to waste, leading effective (and even pleasant!) meetings is a must. ***Running Meetings*** guides you through the basics of:

- Crafting a useful agenda
- Inviting the right team members
- Making sure everyone's voice is heard while avoiding conflict
- Capturing decisions, ideas, and follow-up tasks

About HBR's 20-Minute Manager Series:

Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic.

Advice you can quickly read and apply, for ambitious professionals and aspiring executives—from the most trusted source in business. Also available as an ebook.

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