

Running a Great Meeting

FOR
DUMMIES[®]

 in a
day

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***Running a Great
Meeting In A Day***
FOR
DUMMIES®

**by Marty Brounstein,
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and Dirk Zeller**



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Introduction



Mention the word *meeting*, and chances are you receive an onslaught of negatives, many of which we wouldn't dream of putting into print. Suffice it to say that meetings aren't on the top of everyone's hit parade. Why? Because historically, meetings have been plagued with sloppy planning, weak agendas, and nebulous expectations. But many practical and beneficial reasons exist for holding meetings, such as when you need a group consensus on a project or when you need to brainstorm ideas.

Running a Great Meeting In A Day For Dummies focuses on the necessary components for preparing a small business meeting so it accomplishes the planned objectives. For that to happen, every detail of your meeting needs consideration. Everything you do helps lay the groundwork and sets the scene. We outline those details in this book.

What You Can Do In A Day

Running a Great Meeting In A Day For Dummies is truly a how-to manual for planning and conducting many types of business meetings. It's a down-to-earth, step-by-step guide that takes the mystery out of the planning process. We've structured this book in such a way that you can jump in and out of the text as necessary. Perhaps you need to know how to put together an agenda for an upcoming meeting; flip to Chapter 2. Maybe you have a hot-button issue to discuss at your next meeting; we've got advice for handling conflicting points of view in Chapter 4. You may be able to read this book in just a few hours, but expect to spend weeks, months, and maybe even years implementing the ideas we include.