Improve Your Virtual Meetings (2008-02-27) By Kellie Waliszewski 

Virtual meetings are probably one of the largest unmanaged cost areas in large organizations. Today meetings consume about 40% of manager's time. Many teams are discovering that one of the largest problems with virtual meetings is that they are not effectively managed. This book will help you to improve your virtual meetings. It offers you the opportunity to make the same savings your peers have made in their meetings.

Scheduling the Right Type of Meetings (2011-06-02) By Kathleen Hall 

Scheduling the Right Type of Meetings. It is essential to be sure you are scheduling the right type of meeting. If you are scheduling the wrong type of meeting, you will end up wasting time and resources. This book will help you to understand the different types of meetings and how to schedule the right type of meeting for the right situation.

Managing and Improving Your Meetings (2005-01-01) By Robert L. Phillips 

Managing and Improving Your Meetings. This book provides a comprehensive guide to managing and improving your meetings. It covers everything from planning and organizing meetings to managing group dynamics and facilitating effective discussion.

Rituals for Virtual Meetings (2013-09-27) By Kursat Ozenc and Glenn Fajardo 

Rituals for Virtual Meetings. This book provides practical advice for virtual meetings. It covers topics such as building rapport and rhythm amongst team members, when everyone is not in the same physical space. Rituals for Virtual Meetings provides readers with practical, concrete strategies for creating a more engaging and effective virtual meeting culture.

Resolution Games: How to Run Effective Meetings (2011-02-02) By John Sturley 

Resolution Games: How to Run Effective Meetings. This book provides strategies for running effective meetings. It covers topics such as setting clear goals, managing time, and handling difficult discussions. Resolution Games shows you how to run meetings that are productive and efficient.

Managing Meeting Processes (2010-09-10) By Keith A. Cameron 

Managing Meeting Processes. This book provides a practical guide to managing meeting processes. It covers topics such as planning, facilitation, and follow-up. Managing Meeting Processes provides you with the tools and techniques you need to manage your meetings effectively.

Improve Your Meetings: A Guide to Effective Facilitation (2011-02-02) By John Sturley 

Improve Your Meetings: A Guide to Effective Facilitation. This book provides strategies for improving your meetings. It covers topics such as setting clear goals, managing time, and handling difficult discussions. Improve Your Meetings: A Guide to Effective Facilitation shows you how to run meetings that are productive and efficient.

Deep Work: Rules for Focused Success in a Distracted World (2016-01-05) By Cal Newport 

Deep Work: Rules for Focused Success in a Distracted World. This book provides strategies for achieving success in a demanding world. It covers topics such as how to focus your mind, how to manage your time, and how to achieve success despite distractions. Deep Work shows you how to achieve your goals in a world that is constantly pulling you away.
Ecosystem approach to aquaculture management

- Food and Agriculture Organization of the United Nations 2021-04-06

The Ecosystem approach to aquaculture management handbook aims to provide skills and tools to develop in stakeholders and facilitators the necessary knowledge to develop an Ecosystem approach to aquaculture management plans targeting sustainable and climate change resilient aquaculture. The handbook will provide the necessary knowledge on how to manage aquaculture ecosystems under holistic approaches; how to assess aquaculture issues and challenges; how to apply Climate Change Adaptation and Disaster Risk Management strategies; how to reduce user group conflicts; how to work cooperatively with other stakeholders; how to communicate through participatory approaches and promote financial resources to support plans. The handbook also provides the information to understand the principles of Environmental Externalities, how to design cross-sectoral coordination plans to develop, implement and monitor a plan by applying adaptive management, and will also practice the crucial skills of effective communications, facilitation, and conflict management.

Meetings Suck

-Cameron Herold 2016

"The short answer is no. It's the one thing that almost everyone in business can agree on. Except it's not actually true. Meetings don't suck--we suck at running meetings. When done right, meetings not only work, they make people and companies better. In Meetings Suck, world renowned business expert and growth guru Cameron Herold teaches you how to use focused, time effective meetings to help you and your company soar. This book shows you immediately actionable, step-by-step systems that ensures that you and everyone in your organization improves your meetings right away. In the process, you'll turn meetings that suck into meetings that work."

Robert's Rules of Order

-Henry M. Robert 2009-08-01

Robert's Rules of Order Newly Revised, commonly referred to as Robert's Rules of Order, RONR, or simply Robert's Rules, is the most widely used manual of parliamentary procedure in the United States. It governs the meetings of a diverse range of organizations— including church groups, county commissions, homeowners associations, nonprofit associations, professional societies, school boards, and trade unions— that have adopted it as their parliamentary authority. The manual was first published in 1876 by U.S. Army officer Henry Martyn Robert, who adapted the rules and practices of Congress to the needs of non-legislative societies. Ten subsequent editions have been published, including major revisions in 1915 and 1970. The copyright to Robert's Rules of Order Newly Revised is owned by the Robert's Rules Association, which selects by contract an authorship team to continue the task of revising and updating the book. The 11th and current edition was published in 2011. In 2005, the Robert's Rules Association published an official concise guide, titled Robert's Rules of Order Newly Revised In Brief. A second edition of the brief book was published in 2011.

The Cambridge Handbook of Meeting Science

-Joseph A. Allen 2009-09-15

This first volume to analyze the science of meetings offers a unique perspective on an integral part of contemporary work life. More than just a tool for improving individual and organizational effectiveness and well-being, meetings provide a crucial setting for social interaction, knowledge sharing, and conflict resolution. They are the most important way that most organizational members spend the majority of their time at work. Meetings can either break individuals, teams, and organizations or foster innovation and success. Moreover, they can also undermine effectiveness and morale. The Cambridge Handbook of Meeting Science covers emerging leading scholarship in industrial and organizational psychology, management, marketing, organizational behavior, anthropology, sociology, and communication to explore the meeting itself, including pre-meeting activities and post-meeting activities. It provides a comprehensive overview of research in the field and will serve as an invaluable starting point for scholars who seek to understand and improve meetings.

Business Meetings That Work

-Dori Sella 2016-04-20

"Grow your business * Close more deals * Advance your career Top sales and business people know that to stand out, they need to be well prepared and bring real value to every meeting. So what is the secret to make your next meeting more productive and effective? Sleeping with Your Smartphone

-Leslie A. Perlow 2012

"Argues that monitoring one's electronic business communication 24/7 is actually counterproductive and offers a plan for companies to take time to "disconnect" in order to boost their productivity."

Meetings with Your Smartphone

-Leslie A. Perlow 2012

"Argues that monitoring one's electronic business communication 24/7 is actually counterproductive and offers a plan for companies to take time to "disconnect" in order to boost their productivity."

The Bad Meetings That Work

-Scott E. Pape 2011-06-05

"Definitive guide to meetings of all kinds: office, small group, phone, webinar, videoconference, virtual meetings, and more. This book provides a comprehensive approach to improving meeting skills and productivity. Urban media guru Scott E. Pape, author of the bestselling books The Money Plan and The..."