

Successful



MEETINGS

@ Work

MEETINGS @ WORK

Majority Are Not Viewed as Positive1

MEETING OBJECTIVES

Meetings @ Work Have Two Primary Reasons1

IS MEETING NECESSARY?

Ensure Meetings Are Needed to Get Everyone Engaged2

15 TIPS: SUCCESSFUL MEETINGS

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APPENDIX A: ASSESSMENT

- Your Style @ Work

APPENDIX B: ASSESSMENT

- Team Style @ Work

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