



Effective Meetings in 7 simple steps

By Barry Tomalin

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7 simple steps to effective meetings that will change the way you work

People spend up to 60 percent of their working day in meetings, but all too often they leave feeling overwhelmed and confused. Sound familiar? Meetings that involve the wrong people or are badly organised are a waste of everyone's time, so whether you need to learn from scratch or re-evaluate your techniques, this is the book for you.

Follow our 7 simple steps to more productive, efficient and successful meetings. With expert advice on everything from using informal meetings to your advantage to dealing with technical hitches during conference calls, this book contains everything you need to transform the way you spend your working day.

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Editorial Review

About the Author

Barry Tomalin trains companies in international communication techniques and teaches International Communication and Management skills at the London Academy of Diplomacy, University of East Anglia. He has worked for the British Council and The BBC World Service and is the author of Key Business Skills (HarperCollins 2012). Barry has attended and run more meetings than he cares to remember during which time he has had made mistakes and learned how to get things right most of the time.

Users Review

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