

## Meetings that work

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### Abstrak

Meetings can be an expensive waste of peoples time that leave attendees frustrated and poorly informed. This issue offers a simple three-step process that will enable any meeting leader to stop wasting time and make meetings work by harnessing a groups creativity and energy and directing it towards solving problems, generating new ideas, and moving big ideas forward. Included are tips on running meetings activities, communicating effectively, keeping the meeting on track, and using conflict productively.