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— Robert Hughes, Executive Coach

Meetings Matter

8

Powerful
Strategies
for Remarkable
Conversations

Paul Axtell

Meetings Matter 8 Powerful Strategies For Remarkable Conversations

Paul Axtell



Meetings Matter 8 Powerful Strategies For Remarkable Conversations:

Meetings Matter Paul Axtell, Timothy P. White, 2015-01-20 This book will change your mind forever about that useless meeting you are forced to attend Paul Axtell emphasizes that meetings are vital to the work of successful organizations we need to master the skill sets for designing leading and participating in meetings A consultant with more than 30 years in the business Axtell outlines 8 strategies with a host of compelling ideas you can put into action immediately This is a book for the manager who recognizes that meetings are at the core of the work you do the supervisor who wants to be wonderful to work for the employee who wants to contribute as much as possible the project leader who wants every team meeting to add velocity to the project Meetings are essential So let's make them work **Make Meetings Matter** Paul Axtell, 2020-02-01 Meetings should matter No one wants to be called in for a meeting that could've been an email No one wants to sit in a meeting where everyone's distracted or talking over each other If you're going to attend or lead a meeting don't you want it to well matter Meetings are a chance to initiate a conversation with your teammates You can communicate information with them that wouldn't have the same hold digitally You can foster new relationships with your coworkers and learn from their new ideas and perspectives So why do so many people dread meetings Because they're doing them all wrong Change the way people think about meetings Transform their opinions by holding a meeting that is efficient and productive that is open and communicative that is useful and important Revolutionize the definition of a meeting Learn to make them matter Paul Axtell affirms the importance of meetings and he redesigns them using the vital foundation of conversation With real life examples and actionable advice he shows you how to design meetings for results lead them to achieve agendas that move projects forward and even allow time for building the relationships that make working together in a remarkable way possible Based on his award winning efficiency training this book will revolutionize the meeting moving it from that dreaded obligation to a powerful way to get things done in business and in life **Make Virtual Meetings Matter** Paul Axtell, 2020-06-08 Meetings should matter Even and especially when those meetings are taking place online No one wants to be called in for a meeting that could've been an email No one wants to sit in a meeting where everyone's distracted by whatever else is happening on their screen everyone is lost in the weeds or people continue talking over each other If you're going to attend or lead a meeting don't you want it to well matter An update to the original Make Meetings Matter this work is tailor made to help consumers get the most from every meeting virtually Meetings are a chance to initiate a conversation with your teammates Not simply check a box on an agenda You can foster new relationships with your coworkers and learn from their new ideas and perspectives So why do so many people dread meetings Because they're doing them all wrong Change the way people think about meetings Transform their opinions by holding a meeting that is efficient and productive that is open and communicative that is useful and important Paul Axtell affirms the importance of meetings and he redesigns them using the vital foundation of conversation With real life examples and actionable advice he shows you how to design meetings for

results lead them to achieve agendas that move projects forward and even allow time for building the relationships that make working together in a remarkable way possible Based on his award winning efficiency training title Make Meetings Matter and updated for the virtual meeting experience this book will revolutionize the meeting moving it from that dreaded obligation to a powerful way to get things done in business and in life HBR Guide to Making Every Meeting Matter (HBR Guide Series) Harvard Business Review,2016-11-15 Make every minute count Your calendar is full and yet your meetings don't always seem to advance your work Problems often arise with unrealistic or vague agendas off track conversations tuned out participants who don't know why they're there and follow up notes that no one reads or acts on Meetings can feel like a waste of time But when you invest a little energy in preparing yourself and your participants you'll stay focused solve problems gain consensus and leave each meeting ready to take action With input from over 20 experts combined with useful checklists sample agendas and follow up memos the HBR Guide to Making Every Meeting Matter will teach you how to Set and communicate your meeting's purpose Invite the right people Prepare an achievable agenda Moderate a lively conversation Regain control of a wayward meeting Ensure follow through without babysitting or haranguing Arm yourself with the advice you need to succeed on the job from a source you trust Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges Harvard Business Review Guides Ultimate Boxed Set (16 Books) Harvard Business Review,Nancy Duarte,Bryan A. Garner,Mary Shapiro,Jeff Weiss,2019-02-26 How to guides to your most pressing work challenges This 16 volume specially priced boxed set makes a perfect gift for aspiring leaders looking for trusted advice on such diverse topics as data analytics negotiating business writing and coaching This set includes Persuasive Presentations Better Business Writing Finance Basics Data Analytics Building Your Business Case Making Every Meeting Matter Project Management Emotional Intelligence Getting the Right Work Done Negotiating Leading Teams Coaching Employees Performance Management Delivering Effective Feedback Dealing with Conflict Managing Up and Across Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

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