



Prepare to Meet: How to successfully plan your meeting the stress-free way

By Sharon Perry

CreateSpace Independent Publishing Platform. Paperback. Condition: New. This item is printed on demand. 142 pages. Dimensions: 9.0in. x 6.0in. x 0.3in. Meeting planning doesn't have to be stressful! Do you break out in a cold sweat at the thought of planning and organising a business event or meeting? Do you know what you need to do and when to do it, so that you can stay calm and confident as you plan your event? Picture the scene: it's Monday morning. You're going through the schedule for the day. The sun is shining and you're looking forward to that first delicious cup of coffee. Just as you've decided to treat yourself to a cappuccino, your boss drops by: 'I'd like you to organise a one-day project start-up meeting for all the project partners with an overnight stay and dinner. Unfortunately, I can't give you any admin support. Oh, and can you give a presentation detailing our role in this project? Thanks!' As your boss swans out through the door, it feels as though a chill wind has swept across the room and blown all the froth from your longed-for coffee. Now, before you start composing your resignation, take a deep breath and...



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