



The Jossey-Bass Academic Administrator's Guide to Meetings

By Janis Fisher Chan

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Newly appointed academic managers are expected to conduct and lead a wide variety of meetings. Often, however, these managers lack the skills needed to lead meetings that get meaningful results. The Jossey-Bass Academic Administrator's Guide to Meetings is specifically designed to help managers understand how to conduct successful meetings that accomplish specific objectives as efficiently as possible. This helpful resource includes practical guidelines and information that can be put into place immediately to help ensure that meetings run effectively.

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Editorial Review

From the Back Cover

Newly appointed academic managers are expected to conduct and lead a wide variety of meetings. Often, however, these managers lack the skills needed to lead meetings that get meaningful results. *The Jossey-Bass Academic Administrators Guide to Meetings* is specifically designed to help managers understand how to conduct successful meetings that accomplish specific objectives as efficiently as possible. This helpful resource includes practical guidelines and information that can be put into place immediately to help ensure that meetings run effectively.

The Jossey-Bass Academic Administrator's Guide to Meetings is an invaluable tool that includes vital information needed to run meetings, including:

- Factors for deciding if a meeting is really necessary
- An effective step-by-step process for planning, preparing for, conducting, and following up a meeting
- Strategies for making decisions in meetings

About the Author

Janis Fisher Chan leads workshops on how to conduct successful meetings and provides freelance services as an instructional designer, writer, and editor. She is the coauthor of several business writing books, including *Professional Writing Skills*, *Grammar for Grownups*, *Writing Performance Documentation*, *How to Write Reports and Proposals*, and *Just Commas*. She is also the author of three self-study courses for the American Management Association: *Successful Business Communications*, *Managing Your Priorities*, and *Making Successful Presentations*.

Users Review

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Christopher Miller:

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