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In the Chair: How to Guide Groups and Manage Meetings

By Andrew Green

Parthian Books. Paperback. Book Condition: new. BRAND NEW, In the Chair: How to Guide Groups and Manage Meetings, Andrew Green, Have you been chosen to chair a group or a meeting for the first time? In the Chair is a practical, up-to-date and comprehensive guide to how to become the successful Chair of any body, whether it's the organisation you work for, a community group or charity, or a public or company Board. What qualities and skills do you need? How should you approach your group and its members? How should you prepare for and conduct meetings? How do you arrive at decisions, and cope with difficult situations and people? Inside you will find invaluable advice on chairing formal Boards and working with Chief Executives, as well as how to approach special kinds of meeting, including formal and public meetings, conferences, appointment panels, bilingual meetings and videoconferences. In the Chair will benefit anyone keen to make participating in groups and meetings a productive and enjoyable experience.



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