



20 Minute Manager: Running Virtual Meetings

By Harvard Business Review

Audible Studios on Brilliance, 2016. CD-Audio. Condition: New. Unabridged. Language: English . Brand New. From crackly conference lines to pixelated video, virtual meetings can be problematic. But you can host a productive conversation in which everyone participates. Running Virtual Meetings takes you through the basics of: Selecting the right virtual venue Giving participants the information and support they need to connect and contribute Establishing and enforcing a common meeting etiquette Following up from afar Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly listen to and apply, for ambitious professionals and aspiring executives - from the most trusted source in business.



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