

74 Tips For Absolutely Great Teleconference Meetings - Ida Shessel



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Many organizations conduct their meetings over the telephone instead of face-to-face. There are challenges associated with trying to ensure that these meetings are productive, successful, and well-run. Learn how to get the most out of your teleconference meetings. This ebook contains tips for both the teleconference leader and the participant - tips on how to prepare for the teleconference, start the teleconference meeting and set the tone, lead the teleconference, keep participants away from their e-mail during the call, use voice and language effectively, and draw the teleconference to a close. The ebook also includes a helpful checklist you can use to assess what you need to do to make your teleconference meetings more effective. Author: Shessel, Ida Publisher: Multi-Media Publications Inc. Illustration: N Language: ENG Title: 74 Tips for Absolutely Great Teleconference Meetings Pages: 00000 (Encrypted PDF) On Sale: 2006-05-08 SKU-13/ISBN: 9781895186864 Category: Business & Economics : General Category: Business & Economics : Business Communication - Meetings & P Category: Business & Economics : Project Management

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