

## HOW TO MANAGE MEETINGS BARKER ALAN%0A

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[How to Manage Meetings Summary | Alan Barker - getabstract.com](#)

Alan Barker knows just about everything about meetings, and in this somewhat academic discussion of the ubiquitous business meeting, he outlines it all for you quite literally, as the book consists almost entirely of headings, bullet points, sidebars and drills.

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A prolific writer, he is the author of *Improve your Communication Skills*, *How to be Better at Managing People*, *30 Minutes to Brainstorm Great Ideas*, *30 Minutes Before a Meeting* and *How to Manage Meetings* (all published by Kogan Page).

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How to Manage Meetings has 20 ratings and 2 reviews. Michal said: A decently written account of common sense that can be applied to a meeting. However, 1

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[How to Manage Meetings provides much-needed guidance on how to get meetings right. Readers should be able to reap the rewards from appropriate preparation, maximizing participation, understanding group dynamics, effective chairing, and how to follow up effectively after a meeting has taken place. This fully revised second edition includes new content on electronic and virtual meetings, a new](#)  
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**Alan Barker - About the Author - Kogan Page**

Alan Barker is Managing Director of Kairos Training Limited, a specialist consultancy dedicated to developing creativity and communication skills. A prolific writer, he is the author of *Improve your Communication Skills*, *How to be Better at Managing People*, *30 Minutes to Brainstorm Great Ideas*, *30 Minutes Before a Meeting* and *How to Manage Meetings* (all published by Kogan Page).  
**Meeting Management - How to manage meetings effectively**

How to manage meetings effectively. Meetings and briefings are an essential part of management. They are also incredibly time consuming, and therefore costly. Eight people in a meeting for one hour equals eight hours of corporate time. That is the equivalent of a whole day's productivity. That being the case, it is beholden on managers to hold purposeful meetings. The key components here are