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Download online boek Nederlands Leading Effective Meetings 50minutes.com , Ready to take your business to the next level? Find out everything you need to know about leading effective meetings with this practical guide.

Meetings are a key part of office life in the 21st century, but frequently last much longer than expected and fail to lead to concrete decisions, leaving participants frustrated and demotivated. Nonetheless, thanks to careful planning, preparation and focus, it is possible to hold productive meetings with engaged participation and effective joint decision-making.

In 50 minutes you will be able to:

- Prepare effectively for any meeting by making sure you have all the necessary materials and information
- Ensure that all participants contribute to the discussion and that time is not wasted in off-topic discussions
- Monitor the outcome of the meeting and ensure that the decisions agreed on are implemented

ABOUT 50MINUTES.COM| COACHING

The Coaching series from the 50Minutes collection is aimed at all those who, at any stage in their careers, are looking to acquire personal or professional skills, adapt to new situations or simply re-evaluate their work-life balance. The concise and effective style of our guides enables you to gain an in-depth understanding of a broad range of concepts, combining theory, constructive examples and practical exercises to enhance your learning.

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