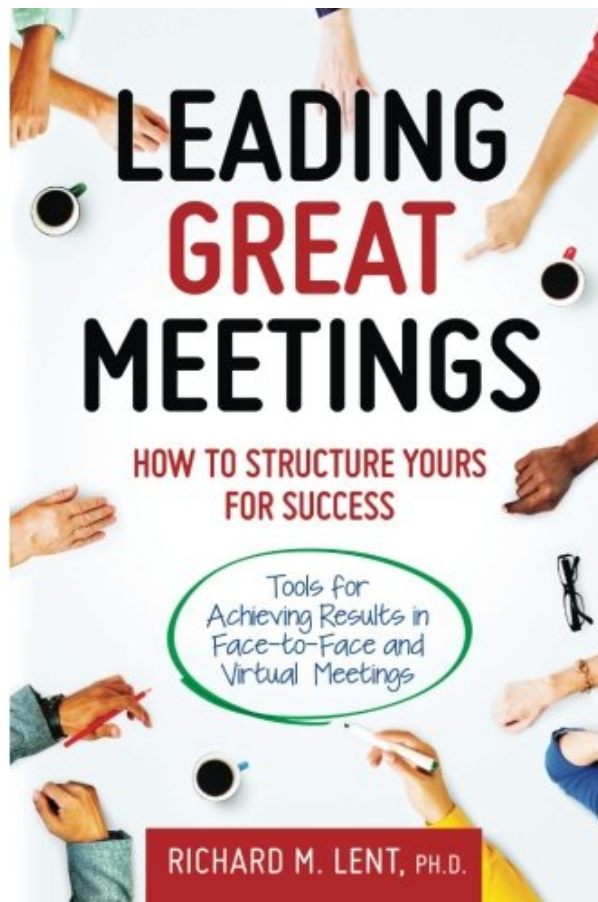
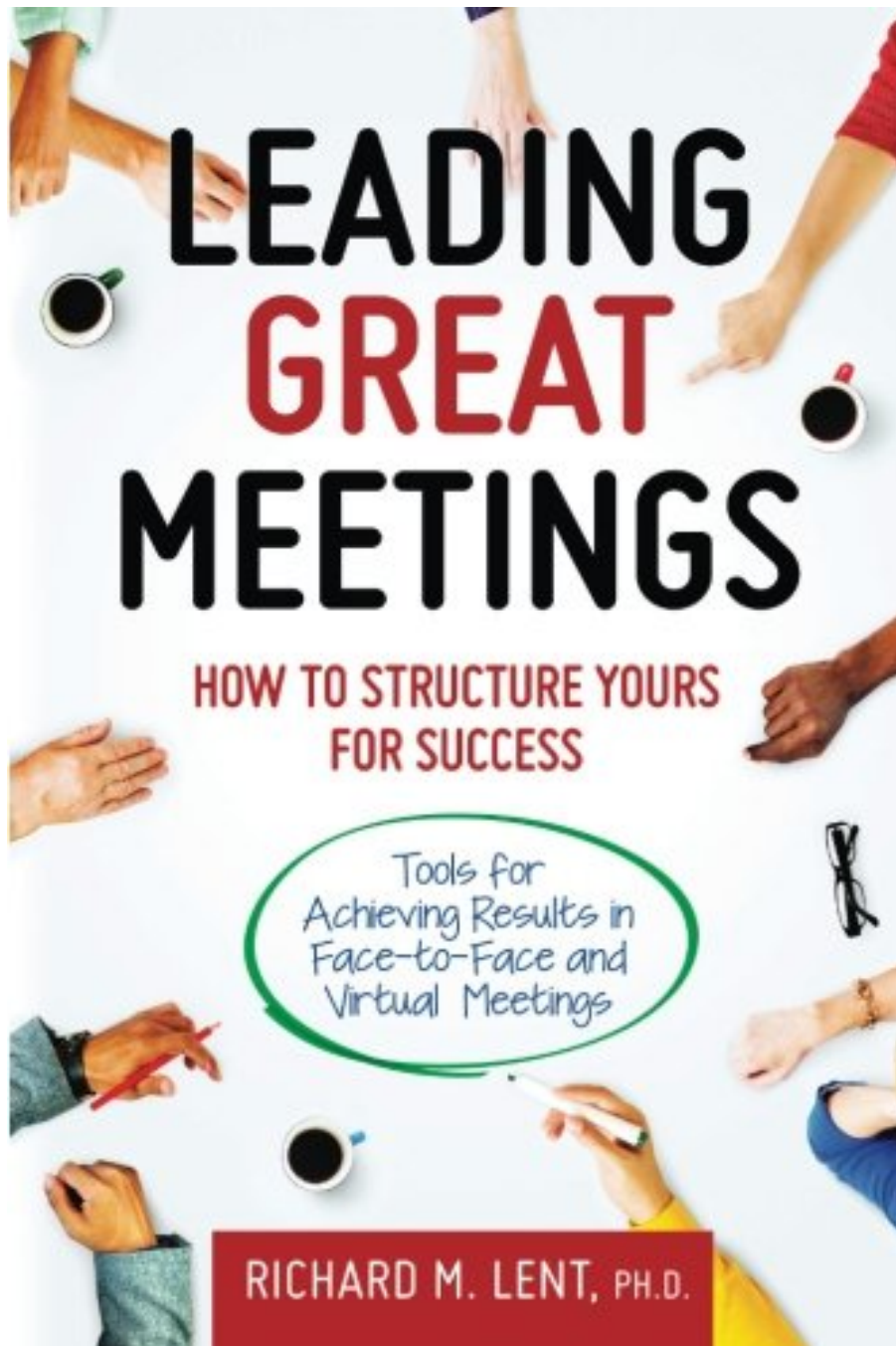


LEADING GREAT MEETINGS: HOW TO STRUCTURE YOURS FOR SUCCESS BY RICHARD M LENT PH.D.



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Review

Advance Planning and Proper Structure Lead to Productive Meetings For nonprofit leaders who may lament the ... nature of board meetings (and perhaps even their own staff conclaves), the good news is it doesn't have to be that way - if they apply the lessons, tools, and tips offered in *Leading Great Meetings: How to Structure Yours for Success*. In addition to offering experience-driven insights, Lent provides 32 techniques and processes, which he calls tools, to address specific meeting challenges.. Peter Lowy, Mass Nonprofit News, bit.ly/1JOUK67

About the Author

Dr. Richard Lent facilitates meetings around the world in business, nonprofit, and humanitarian organizations. He has worked as well with dozens of local civic, religious and community groups of all sizes. Rick also delivers workshops and presentations on a structural approach to better meetings. His focus on understanding meeting structures began in 1995 and has been a major part of this work ever since.

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Attend any good meetings lately? Make the next one you lead a great one.

Leading Great Meetings: How to Structure Yours for Success shows how to plan and run more effective meetings by changing their structure. This book's recommendations differ from those that rely on adopting rules or changing behavior. Such methods may fail in the heat of discussion, but the right meeting structure helps people meet productively without having to remember how to behave.

Leading Great Meetings can help you with board, team and other meetings of any size. It explains 12 choices and 32 tools for creating effective structures in any setting. You select choices and tools relevant to your situation. Also included are stories, examples, and even "blueprints," that show a structural approach in action. There is also a chapter dedicated to effective structures for virtual meetings. Finally, there are recommendations for what to do under pressure when there is little time to prepare.

Some common meeting challenges you can address through structure include:

- Poor commitment to decisions.
- Running over time.
- Difficult, disrespectful discussion.
- Presentations that overwhelm participation.
- Keeping everyone engaged.
- Ineffective virtual meetings.

Start running more productive meetings beginning with your next one.

- Sales Rank: #845568 in Books
- Published on: 2015-06-16
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- Number of items: 1
- Dimensions: 9.00" h x .52" w x 6.00" l, .70 pounds
- Binding: Paperback
- 230 pages

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Most helpful customer reviews

3 of 3 people found the following review helpful.

An excellent read and a wonderful study guide. Good reading for those in and out of the field.

By Joseph Carrabis

The first thing you need to know is I'm a very tough judge of books. I have one simple rule for buying any non-fiction book - How quickly did I learn something from it? A book goes back on the shelf if I don't learn something by page 10.

I was learning before finishing the first page on this one.

My fields of study aren't Dr. Lent's and still this book provided takeaways that I could directly apply to my own work.

Kudos, Rick, Kudos!

2 of 2 people found the following review helpful.

Immediately useful ideas

By Rosalind Spigel

I have been reading this book on my commute today. As an organization development consultant and incoming secretary to a nonprofit board, I thought this book would be helpful. I was right! I am only on page 25 and already it has come in handy. Dr. Lent offers lots of goodies to put to use immediately.

1 of 1 people found the following review helpful.

Practical expert advice for engaging meeting participants and getting results

By Kathleen S., Helping nonprofits drive social change

One summer when my kids were young I loaded them into the car for week at the beach. We had swimsuits and towels, beach toys, a drum of sunscreen, sun hats that would never make it out of the cottage, bicycles on the roof rack, and enough kid snack food for a week. Cranking Don Spencer's Australian animal songs on the car stereo, we sped south. Then we motored south. Then crept south. By the time we got to southern Rhode Island, we were crawling south, willing the car to just make the cottage, where I could park the kids with grandma and find an emergency room for the car.

A lot of us plan meetings like I planned my car vacation. We load up the agenda with everything that people could want to discuss. We invite everyone who could possibly have a view on the topic. We labor over the choice of snack items. (Gluten free? Locally sourced?) But we pay much less attention to the structure of the meeting – the vehicle that will get us to the decisions our business needs.

Enter Dr. Richard Lent. Rick has spent a career “under the hood” of meetings. He’s demonstrated many times in his own work that meetings can produce satisfying results even when the meeting topic is contentious and the meeting participants are wary of each other. In *Leading Great Meetings*, readers learn from Rick’s decades of experience in translating organizational-development knowledge into real-world meeting success in places as varied as his small Massachusetts home-town and major international organizations.

This book has many great features, but three stand out for me. This is the first book I’ve read that provides practical, do-able tools for keeping participants engaged in “virtual” meetings even when your organization does not have the newest on-line meeting tools. Tools like dividing meeting responsibilities among participants, visible note taking with free on-line resources to keep options organized and the conversation on-track, “going around the room” to increase participants’ involvement, and even having photos of all participants on-screen, are simple, elegant ways to counter the entropy that ensues (In-box? Facebook?) when participants aren’t face-to-face.

Second, the book gives straightforward, practical advice to cure the “time creep” problem that is ubiquitous in meetings and that makes us dislike them. If people dread your meetings because they drag on, that alone is a reason to get *Leading Great Meetings*.

Third, the design and organization of Rick’s book is superb. It succinctly diagnoses most common meeting problems, describes why they happen, and offers a set of tightly curated tools to resolve them. A separate section at the end of the book summarizes the tools with labeled pages that get you instantly to the tool you want.

If your meetings are good already, you might dip into *Leading Great Meetings* for some quick tips to make them great. If they’re more like my vacation vehicle (overstuffed and about to veer off course), this could be the most helpful business book you read all year.

See all 16 customer reviews...

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