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The 'My Mentor' series of professional development eBooks empower individuals to succeed in their workplace through targeted business knowledge and practical exercises.

'Manage Meetings' is designed to guide and advise managers and other business professionals on how to effectively manage meetings. It will explain how to oversee meeting preparation processes, chair meetings, organise the minutes, and report meeting outcomes. Regardless of a meeting’s purpose, planning and organisation is essential if it is to be successful.

Readers are stepped through the process in the following sections:

Preparing – creating an agenda stating meetings purpose and identifying participants.

Conducting – chairing a meeting, enabling participation and ensuring discussion is focused, time efficient and achieves required outcomes.

Following up – confirming information is accurate and reporting and distributing meeting outcomes.

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