



Meeting of the Minds: A Guide to Successful Meeting Facilitation

Daniel S. Iacofano

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How well you conduct your meetings can make or break your team. This book will show you how to: effectively structure meetings; become a dynamic facilitator; resolve conflicts and reach consensus; deal with difficult, obstinate people; graphically record meetings to create group memories; determine if you really need a meeting.

Case studies with clear examples are provided. Based on solid studies of human psychology and group dynamics, this book is advice straight from the trenches.

Corporate managers and trainers, community leaders, city administrators, visionaries -- anyone who needs to manage teams -- will find useful processes and tools to help make your meetings more dynamic, effective, and successful.

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