Running Virtual Meetings (HBR 20-Minute Manager Series)

*By Harvard Business Review*

Running Virtual Meetings (HBR 20-Minute Manager Series) By Harvard Business Review

From crackly conference lines to pixelated video, virtual meetings can be problematic. But you can host a productive conversation in which everyone participates. *Running Virtual Meetings* takes you through the basics of:

• Selecting the right virtual venue
• Giving participants the information and support they need to connect and contribute
• Establishing and enforcing a common meeting etiquette
• Following up from afar

Don't have much time? Get up to speed fast on the most essential business skills with **HBR's 20-Minute Manager** series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives—from the most trusted source in business. Also available as an ebook.

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Running Virtual Meetings (HBR 20-Minute Manager Series) By Harvard Business Review Bibliography

• Sales Rank: #613910 in Books
• Published on: 2016-08-02
• Original language: English
• Number of items: 1
• Dimensions: 6.90" h x .40" w x 4.90" l, .0 pounds
• Binding: Paperback
• 144 pages

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