Books


List of Resources


Websites

The 5 principles of successful meetings: http://www.nsdcc.org/library/publications/jsd/garmston231.cfm

10 Steps To Better Meetings: http://www.to-done.com/2005/08/10-steps-to-better-meetings/

10 Tips for Successful Meetings: http://www.statssheet.com/articles/article1245.html


Basic Guide to Conducting Effective Meetings: http://www.managementhelp.org/misc/mtmgmnt.htm

Better Meetings With Bert Decker: http://www.youtube.com/watch?v=J2yQ_sPW_5E

Conducting Meetings Checklist: http://spot.pcc.edu/~rjacobs/career/conducting_meetings.htm

Conducting Effective Meetings at Work: http://www.moneyinstructor.com/art/workmeetings.asp

Conducting Effective Meetings: http://nonprofitmanagement.suite101.com/article.cfm/conducting_effective_meetings

Effective Meetings Produce Results: Tips for Meeting Management : http://humanresources.about.com/od/meetingmanagement/a/meetings_work.htm


Holding Successful Meetings: http://www.neighborhoodlink.com/article/Association/Holding_Meetings/

How to Plan an Organizational Meeting: http://www.ehow.com/how_135437_organizational-meeting.html

Leading a Meeting: http://aisweb.wustl.edu/hr/emppl.nsf/pages/leadmeet

Make Meetings Work: http://www.meetingwizard.org/meetings/how-to-plan-a-meeting.cfm

Meetings: http://www.nwlink.com/~donclark/leader/leadmet.html

Nine tips for running more productive meetings: http://www.43folders.com/2006/02/21/meetings

Organizing Successful Meetings: http://www.getahead-direct.com/gwmt03-organizing-successful-meetings.htm

Successful Meetings: http://www.multiculturaladvantage.com/recruit/diversity/diversity-council/Succesful-Meetings-Diversity-Factor.asp

Tools to Turn Information into Action: http://www.toolpack.com/meetings.html

Your Meeting Resource Center: http://www.effectivemeetings.com/meetingplanning/agenda/agenda.asp

DVDs/VHS


Conducting a productive meeting. Meridian Education Corporation, 2005.


Going to a Meeting Series. 2 part series. AIM Learning Group, 2002.


How to run a successful meeting. Informed Business Training, 2006.


Meetings: Learn the Skills that Will Change Your Meetings. Nicholas & Smith, 1998.


We’ve got to Stop Meeting Like This. George Lowe and Tony Jeary. Coastal Training Technologies Corp., 2004.