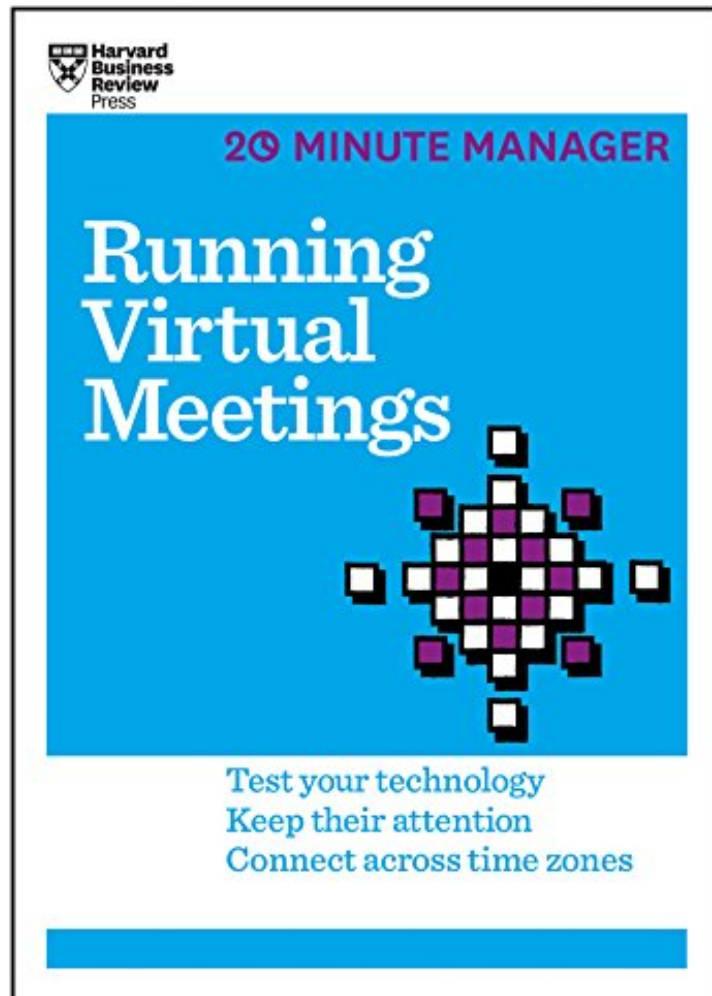


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## Running Virtual Meetings (HBR 20-Minute Manager Series)

*Harvard Business Review*

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**Harvard Business Review : Running Virtual Meetings (HBR 20-Minute Manager Series)** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Running Virtual Meetings (HBR 20-Minute Manager Series):

1 of 1 people found the following review helpful. Spend a few bucks to save thousands using these tips By Cheryl Pack This quick read is packed full of useful tips for being more effective online. It provides a 360 degree view of what a meeting leader needs to do to maximize session effectiveness. It's a must read for organizations who want to save the time, money, and frustration related to poorly run virtual meetings. I bought it to help me create a checklist for being an effective virtual participant since there is far more information available for leaders and I already created a meeting leader checklist (that I will augment with this content). The book costs a few dollars but it could literally save you thousands if you calculate out what a one hour meeting actually costs you. Enjoy it!

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.

**About the Author** For over 30 years, Bob has worked with Senior Executive Teams and Boards on their most vital strategic and organizational challenges, both as a consultant and a corporate executive. He is considered one of the world's leading strategic facilitators, having designed and conducted offsites in sixteen countries with companies ranging from Fortune 10 multinationals to German mittelstand family businesses. Bob is the author of four Harvard Business articles: *Off-Sites That Work* (June 2006, co-authored with Logan Chandler), *When Teams Can't Decide* (November 2008), *Who Really Makes The Big Decisions in Your Company?* (December 2011), and *Leadership Summits That Work* (March 2015, co-authored with Cary Greene). HBR named *When Teams Can't Decide* one of ten 'must read' articles on teams