



## R.Ar.A a Meeting Wizards Approach

By Shirley Fine Lee

BookSurge Publishing. Paperback. Book Condition: New. Paperback. 64 pages. Dimensions: 9.8in. x 6.8in. x 0.4in. Shirley Fine Lees R. A!R. A! A Meeting Wizards Approach is a no-nonsense guide that can help anyone prepare for meetings in which they will be participating or facilitating. The author, an expert in communication and organization, explains how to assign roles, create a clear agenda, keep records, and assign actions for follow up -- thus maximizing the effectiveness of every meeting. This item ships from multiple locations. Your book may arrive from Roseburg,OR, La Vergne,TN. Paperback.



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