Running Virtual Meetings (HBR 20-Minute Manager Series)

Harvard Business Review

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Whether you're hosting a conference call or running a WebEx meeting, virtual meetings are ripe for problems. Poor call quality, people forgetting to mute, people staying muted rather than participating—the list of things that can and do go wrong is endless. But you can prepare and lead an effective meeting from afar. This book will quickly bring you up to speed. With guiding principles and tips for making your virtual meeting run smoothly, you'll tick through every item on your agenda.

Running Virtual Meetings guides you through the basics of:
• Conducting efficient and productive virtual meetings
• Preparing for a successful meeting—from crafting a realistic agenda to performing a technological test-drive
• Managing common problems, such as connectivity issues, low talkers, blowhards, and background noise
• Following up and holding people accountable when your attendees are spread all over the globe

About HBR's 20-Minute Manager Series:
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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