



The Project Meeting Facilitator: Facilitation Skills to Make the Most of Project Meetings

Tammy Adams, Janet A. Means, Michael Spivey

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Have you ever been involved in a project that didn't require a meeting? Neither have we. Well-run project meetings allow teams to get through the maze of distractions and obstacles to achieve results. Unfortunately, many project meetings aren't well-run—they are viewed, by team members, as unproductive, tedious, wastes of precious time. But you can change that. *The Project Meeting Facilitator* contains practical techniques and practices that will help you facilitate our meetings more effectively, transforming them into well-planned, well-managed journeys that engage the team while achieving the intended goals.

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