



This is a practical handbook for people who are leading meetings in today's global, online world. Learn how to tailor your meeting to the context in which it is taking place and how to think about the actors involved and the structure of your meeting. Find out about the different roles of a chairperson, gain confidence in handling the challenges of meetings between people from different cultures and work out when a hybrid meeting is the best solution.

The book is packed with practical tools for planning and running a meaningful meeting:

- **LEVELS OF FORMALITY** to get everyone on the same page.
- **DIALOGUE METHODS** that mean communication really happens.
- **MEETING METHODS** to get participants actively involved.
- **CULTURAL DIMENSIONS** to benefit from our differences.

Ordrum AB is a training company specialising in communication. Our three main specialist areas are presentation techniques, interaction and effective meetings. We have published Meeting Cookbook part I and Meeting Cookbook part II (in Swedish only) and Speaker's Cookbook. You can find out more about our courses, apps, materials and books at www.ordrum.se.

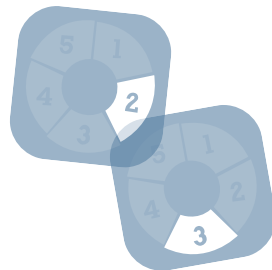


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Meeting Cookbook

Leading Meetings in a Global and Online World



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