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John E. Tropman

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Making Meetings Work

Achieving High Quality Group Decisions
SECOND EDITION



John E. Tropman

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John E. Tropman : Making Meetings Work: Achieving High Quality Group Decisions before purchasing it in order to gage whether or not it would be worth my time, and all praised Making Meetings Work: Achieving High Quality Group Decisions:

0 of 0 people found the following review helpful. Cheap At Twice the PriceBy JamesIf I could only have 10 professional books, this book would be one of them. I had to buy this book for a class and grouded about the price--pricey for business book its size. But then I started reading it. I learned things about setting up a meeting that no one had ever taught me--such as where to put the most controversial agenda items.Perhaps this is where this book comes

in, it challenges those of us who think we have been there and done that. Just the other night while on a school board, I watched a principal who has been in innumerable meetings, commit meeting mistakes--meeting familiarity does not a meeting master make. Had that principal read this book, I don't think he would have acted the way he did. But this book gave me insights into what was going on, and then the knowledge of how to lead the group back to where the principal had wanted to go to begin with--and in this meeting, I was just a board member, not the chairperson. The applications of this book are far reaching--really to any group that uses meetings. I have used this book in school and church settings with great success. In another situation, the principles of this book helped me walk a group through a very controversial point. Believe it or not, the group was ready to split, but using the steps laid out in the book, I was able to deal with the controversy and by the end of the 2nd meeting, people who were once at each others' throats, were hugging each other. I would have paid double the price for this book for the results I got. 0 of 0 people found the following review helpful. Five Stars By Francine Halsey Very informative for my graduate class 0 of 0 people found the following review helpful. Insightful and Useful By Craig Matteson I found useful information on every page of this book. Modern business is round after round of meetings. There are too many meetings and far too few that are really useful. Dr. Tropman helps us focus on when and why and HOW to have meetings. He also gives us tools to decide what goes into the meeting and what to leave out. Having wasted too many days of my life in these modern torture cells, this book came as a breath of fresh air. It is not only useful, it is a delight to read and implement.

A best-seller in its first edition, *Making Meetings Work Even Better: Achieving High Quality Group Decisions*, Second Edition covers everything you need to know about organizing engaging meetings, including preparing agendas, controlling what happens behind the scenes prior to and after meetings, and managing conflicting values and personalities. Through the Meeting Masters Research Project at the University of Michigan, author John E. Tropman observed and interviewed the nation's most successful meeting experts to find out how to make meetings both stimulating and productive. Based on his findings, Tropman formulated seven principles and fourteen commandments for implementing dynamic meetings.

About the Author John E. Tropman teaches at the University of Michigan in the School of Social Work and the Stephen M. Ross School of Business. In the school of business, his courses focus on organizational design, organizational culture, rewards systems, and organizational change. In the School of Social Work, his courses focus on executive leadership and policy development. He also teaches in the Executive Education Programs at the University of Michigan. He has written over 40 books and many articles. Tropman works with a number of organizations in a consultative capacity, including for-profit, nonprofit, and governmental entities, assisting them in strategic planning, developing effective decision systems and managing change, as well as providing executive training. He also works with individual executives, assisting them in their own career development.