



Meeting of the Minds: A Guide to Successful Meeting Facilitation

By Daniel S. Iacofano

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How well you conduct your meetings can make or break your team. This book will show you how to: effectively structure meetings; become a dynamic facilitator; resolve conflicts and reach consensus; deal with difficult, obstinate people; graphically record meetings to create group memories; determine if you really need a meeting.

Case studies with clear examples are provided. Based on solid studies of human psychology and group dynamics, this book is advice straight from the trenches.

Corporate managers and trainers, community leaders, city administrators, visionaries -- anyone who needs to manage teams -- will find useful processes and tools to help make your meetings more dynamic, effective, and successful.

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Editorial Review

Review

Daniel's techniques are very powerful vehicles for concept creation, strategic planning and decision-making.
-- *Lee Turlington, Nike, Inc.*

This is a must read for anyone looking for effective ways to improve their communities. -- *Mark Francis, FASLA Professor of Landscape Architecture, University of California, Davis*

About the Author

Daniel Iacofano has facilitated 14,002 meetings during the past 25 years (maybe more but we lost count). He is internationally recognized as an expert and innovator in strategic planning, team collaboration, organizational development and consensus building.

Daniel has consulted and lectured throughout the United States and Europe for clients including local, state, and national agencies, community groups, colleges and universities, and corporations. He's often called on when a situation or project is teetering toward disaster and needs intense re-focusing and consensus building.

Daniel is a founding principal of Moore Iacofano Goltsman, Inc., a planning, design, communications and management firm based in Berkeley, California. He received a Bachelor of Urban Planning from the University of Cincinnati, a Masters of Science in Environmental Psychology from the University of Surrey, England, and a PhD. in Environmental Planning from the University of California at Berkeley.

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