

business trends

A New Way To Run A Meeting

(NAPSA)—A new book promises to do for business meetings what *Robert's Rules of Order* did for debate and public forums over 100 years ago.

The 30-page book—called *Meyer's Rules of Order*—describes a set of behaviors intended to make meetings more productive



A new book proposes what it calls a change in the culture of conducting business meetings.

and decision making more effective. The behaviors are said to be teachable, measurable and can assist in changing the way an organization conducts its meetings.

According to the author, N. Dean Meyer, "With these principles the number of meetings a company holds can be reduced, the time they take can be constrained and their results can be more satisfying."

For over two decades, Meyer has studied how organizations work and how to make them more effective. A lecturer and consultant, this is his sixth book.

To learn more, visit the Web site at www.ndma.com.