

Recommended Resource List: Effective Meetings

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To request a title from the State Library:

- *State government employees* should follow the call number link for books and audiobooks to the [KDLA Catalog](#) and click on the "Request this item" tab on the right. Complete the form with your name, library card number, and delivery choice. Then click on "Submit Form." Requests for videos and DVDs can be made by calling the State Library at (502) 564-8306 or (800) 928-7000, ext. 342. Materials can be delivered by messenger mail in Frankfort or by UPS to field/district offices (return postage included).
- *Public Library staff* should use the OCLC Interlibrary Loan system for audiobook, book and video/DVD requests.
- *Members of the general public* should contact their local public library for interlibrary loan service.

Books

Carlson, Tony. **The How of WOW: a Guide to Giving a Speech That Will Positively Blow 'Em Away.** New York: AMACOM, 2005. Call number: [808.51 Carl](#)

Haynes, Marion E. **Meeting Skills for Leaders: A Practical Guide for More Productive Meetings** (Crisp Fifty-Minute Series). 3rd ed. Boston: Thomson Course Technology, 2006. Call number: [658.456 Hayn](#)

Parker, Glenn M. **Meeting Excellence: 33 Tools to Lead Meetings That Get Results.** San Francisco: Jossey-Bass, 2006. Call number: [658.456 Park](#)

Running Meetings: Expert Solutions to Everyday Challenges. Boston: Harvard Business School Pub., 2006. Call number: [658.456 Runn](#)

Weisbord, Marvin. **Don't Just Do Something, Stand There! Ten Principles for Leading Meetings That Matter.** San Francisco: Berrett-Koehler Publishers, 2007. Call number: [658.456 Weis](#)

Websites

<http://managementhelp.org/misc/meeting-management.htm>

Guidelines to Conducting Effective Meetings from the Free Management Library offers information for meeting management: including agenda development, meeting openers, time management, and evaluation.