

R.A!R.A!

A Meeting Wizard's Approach

Why do typical office workers groan when they are called into another meeting? Why do even the most energetic and gung-ho employees have to be practically bribed with free food just to amble reluctantly into a conference room? Certainly it cannot be because they dislike their coworkers, or have no interest in being part of the success of their project. In far too many cases, their reticence is a result of painful memories of previous meetings that were largely a waste of time.

Shirley Fine Lee's book, *R.A!R.A! A Meeting Wizard's Approach*, is a no-nonsense and much-needed guide to planning and conducting meetings so that they are as productive, effectual, and smoothly run as possible. The author has considerable training and expertise in leading effective meetings herself, as well as training others within the corporate world to be able to do the same.

The R.A!R.A! -- pronounced "Rah! Rah!" -- approach to better meeting management refers to the practice of using pre-determined Roles, developing and following an Agenda, keeping Records of what transpires in the meeting, and assigning Actions to participants as tasks for them to accomplish after the meeting. The R.A!R.A! approach utilizes all of the key elements of successful meetings that have been discovered and refined over the years, by countless experts within the fields of organizational productivity and communication. The book has explanatory text and illustrations for fast skill-building, process flow charts, diagrams, tables, and many sample forms.

R.A!R.A! A Meeting Wizard's Approach is organized in a workbook format, which is ideal for busy individuals who wish to learn these essential new skills, in the least amount of time. The writing is straightforward and clear, and the ideas are easy to understand, and well worth implementing in our professional lives, and even our personal lives -- to gain wizard-like mastery of our time spent communicating with groups of all sizes.



This is a must-have guide that demonstrates effective meeting planning and management.

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About the Author

Shirley Fine Lee has worked as a training and development specialist since 1986, and an independent consultant since 2000. She has extensive experience, helping organizations with their team building, training development, meeting facilitation, presentation delivery, and other communication needs. This work involves developing productivity tools, presenting workshops, and writing. For instance, she has authored numerous training manuals and guides, on a wide variety of topics.

Shirley holds an Associate of Science degree from North Central Texas College, and a Bachelor of Arts degree in Management Information Systems from Dallas Baptist University. She has received a corporation's Quality Excellence and Customer Satisfaction awards, and is a member of the American Society for Training and Development (ASTD), for which she writes articles.

Shirley and her husband have one child, and love the community of Lewisville, Texas in which they live. During her free time, she enjoys gardening, reading, sewing, and writing.

Quotes from the back cover of R.A!R.A!

"Shirley Lee's R.A!R.A! A Meeting Wizard's Approach helps you perform profitable business magic. This is a must have, must read for effective meeting planning and management. You don't have to be Merlin to utilize the powerful insights shared in this quick no-nonsense read. Awesome stuff, should have come with a wand or at least a highlighter."

- **Dean Lindsay, Author of *Cracking the Networking CODE: 4 Steps to Priceless Business Relationships***

"You can't lead in today's business world if you cannot facilitate a productive discussion that drives action. This book is chockful of helpful hints and techniques to make your meetings as productive as the rest of your day."

- **Dianna Booher, Author of *Communicate with Confidence!* and *E-Writing***

"Shirley Lee has tapped into the most vital part of communication. She provides tools for clarity and value driven meetings. She understands what it takes to move ideas into action, problems into solutions and a format for new ideas and their implementation. She has produced a book that is a much needed tool in any company that desires clear, concise communication. Every company and association would profit from her valuable information. When I say profit, I mean dollars."

- **Jane Handly, Author of *Getting Unstuck* and *Why Women Worry***

"Lousy meetings contribute to lousy results. If your meetings leave something to be desired, follow the steps in this book."

- **Randy Pennington, Author of *Results Rule! Build a Culture that Blows the Competition Away***

"All of us struggle with better managing our valuable time so that we invest it in the best ways to achieve our goals. While many are essential, meetings are one of the biggest killers of our time. There are so many pitfalls with meetings that gobble up time. To our rescue is Shirley Lee's book, which even uses a metaphoric wizard icon for conveying not only the need for using many skills but also the near magic needed to manage time invested in meetings. This is a clever and high-payback read that I highly recommend."

- **Michael J. English, Coauthor of *Winning the Knowledge Transfer Race* and *Benchmarking for Best Practices***

"Have you ever been in a meeting that deteriorated into a gripe session, that ran twice as long as it needed to, or that got taken over by a verbal bully? If so, you need this book. The author offers clear recommendations on exactly what to say and do to run a productive meeting that is beneficial for all involved."

- **Sam Horn, Author of *Tongue Fu!* and *Take the Bully by the Horns***