

Book Review



R.A!R.A! A Meeting Wizard's Approach by Shirley Fine Lee

Is it your role to facilitate meetings or coach other groups whose meetings are not productive towards more effective meetings using various meetings tools? Do you recognize that many people do not enjoy attending meetings because they feel little gets accomplished and therefore their time is wasted? If this is you or someone you know, then check out Shirley Fine Lee's new book "R.A!R.A! A Meeting Wizard's Approach" available on www.Amazon.com.

As you may know, most books related to meetings are designed primarily for presenters, event coordinators, managers, or meeting facilitators. R.A!R.A! is an easy-to-follow book in a workbook style that is designed for any group member who wishes to learn tools that will make their meetings more effective as well as simple methods for applying them to increase productivity. It provides detailed examples and usable forms so meeting members can begin immediate practice to increase their effectiveness. The book applies to any group regardless of whether the group is public or private, or whether the group comes together for social or business reasons.

The RA!RA! book offers basic meeting management principles and enhances the related skills needed through forms, examples, and other tips. In just a few hours of reading or review, group members will learn: the necessary meeting roles, how to get the right people there, how to start and end meetings on time, how to

accomplish more in each meeting, how to insure meeting ideas and decisions are captured, how to accomplish needed tasks and follow-up outside the meeting, what may detract from a meeting and how to deal with it, and how to improve future meetings. If you are interested in using the forms for groups, check the author's website (www.ShirleyFineLee.com) for how to get standard 8.5 X 11 inch forms.

In summary, Ms. Lee chose a wizard as her book's icon because it can imply magic or skill. Once people learn the simple skill of planning, things appear to work magically for that person or group. This 64-page how-to book serves as a guide to help with meetings by giving the reader essential planning principles and four keys to success. With R.A!R.A!, the reader learns to use an approach where planning meetings includes assigning Roles and creating an Agenda as well as their use in meetings. Then they learn it is important to keep Records and assign Actions during the meeting and as use for a follow-through tool afterwards. œ

