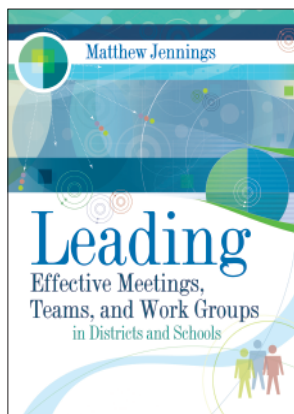


# Hawker Brownlow Education

# Leading Effective Meetings, Teams, and Work Groups

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## Summary:

Teachers function best in settings that are organised enough to provide structure and focus, yet flexible enough to respect developmental and personality differences. Whether setting up a complex task force or a simple school faculty meeting, this guide gives you all the advice and ideas you need to accomplish your goals and help everyone meet their full potential in organised meetings, teams and work groups. This book is both a guide to enhancing collaboration and a comprehensive catalogue of its many benefits to everyone involved. Don't settle for generic books on meeting planning when you can have this education-specific guide.

## Supporting Resources:

- 105037 The Art of School Leadership
- KA0949 Cooperative Meetings
- CO6335 30 Reflective Staff Development Exercises for Educators



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