

Effective Meeting Management



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Abstract

In this session we will discuss Effective Meeting Management. ***Generally, most meetings are unproductive and boring.*** You will learn various aspects of effective meeting management such as purpose, planning, organizing, facilitating, evaluation, follow-up, and cost. To hold an effective meeting, it requires significant time and resources. You will learn key concepts, best practices, and practical tips to enhance your meeting management skills. This will aid in productivity improvement.

Biography

Dr. Manu Vora is Chairman and President of Business Excellence, Inc., a global quality management consulting firm. He has **over 40 years** of leadership experience in guiding Fortune 500 companies with Baldrige Performance Excellence assessment in the areas of leadership development, customer satisfaction, employee engagement, and process excellence. Since 1993, as an Adjunct Professor he teaches “Quality Management”, “Supply Chain Management”, “Project Management”, and “Risk Management” courses at business schools in the USA and India. He is connected with **57 educational institutions globally**.

He is a Past Vice President of ASQ, ASQ Fellow, and Certified Quality Engineer. Manu has B.S. (IIT BHU 1968), M.S. and Ph.D. in Chemical Engineering and MBA with Marketing Management. He is a sought after speaker on business excellence and quality management topics globally with **over 500 presentations** and has published **over 50 articles** in professional journals and conference proceedings.

Dr. Vora is serving on the Board of Examiners of the Asia Pacific Global Performance Excellence Award Program since 2004. He is recognized with numerous awards from ASQ including *Distinguished Service Medal, Grant Medal, Lancaster Medal, Hutchens Medal, and Ishikawa Medal*. He is a recipient of *2011 Ellis Island Medal of Honor* and *2010 US President’s Volunteer Service Award*. He is a Founder and President of Blind Foundation for India and his team has raised **over \$4 million** to serve over one million people with free eye sight checkup in India since 1989.

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