

4.7: Additional Resources

Books and Articles

- Mosvick, R.K., & Nelson, R.B. (1996). *A guide to successful meeting management*. Indianapolis, IN: Park Avenue. Includes information about business meetings, along with suggestions on how to improve them.
- Silberman, M. (1999). *101 ways to make your meetings active*. San Francisco: Jossey-Bass. Provides fun activities and exercises to help prepare people to conduct meetings effectively.
- Streibel, B.J. (2003). *The manager's guide to effective meetings*. New York: McGraw-Hill. Includes advice on conducting virtual meetings, as well as useful examples and checklists related to meeting management.
- Facilitation at a Glance; *Ingrid Bens*
- A wonderful pocket guide to facilitation, filled with tools and techniques useful to both novice and advanced facilitators. Great set of tools for problem-solving.
- Facilitator's Guide to Participatory Decision-Making; *Sam Kaner*
- An excellent resource for ideas on facilitation, with a focus on decision-making tools and techniques. The book includes excellent illustrations, which can be reproduced to help explain facilitation concepts to others.

Other Meeting Design and Facilitation Resources

The International Association of Facilitators (IAF)

The IAF promotes, supports, and advances the art and practice of professional facilitation through methods exchange, professional growth, practical research, collegial networking, and support services.

Interaction Associates

Interaction Associates is the creator and distributor of the Mastering Meetings: Tools for Collaborative Action and Essential Facilitation classes which MIT is licensed to teach. The Tips and Techniques section at their Web site is particularly useful.

This page titled [4.7: Additional Resources](#) is shared under a [not declared](#) license and was authored, remixed, and/or curated by [Michael Brown](#).

- [12.6: Additional Resources](#) has no license indicated.