#### The WORST-CASE SCENARIO



Pocket Guide

### **MEETINGS**

David Borgenicht & Ben H. Winters

# The WORST-CASE SCENARIO POCKET GUIDE MEETINGS

By David Borgenicht & Ben H. Winters

Illustrations by Brenda Brown

CHRONICLE BOOKS

SAN FRANCISCO

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WARNING: You really should have been more careful. Now you're facing one of the worst-case scenarios presented in this book—at least you have the book with you, to refer to. But you must use your good judgment and common sense and consult a professionally trained expert to deal with these dangerous situations. The authors, publisher, and experts disclaim any liability from any injury that may result from the use, proper or improper, from the information contained in this book. Nothing herein should be construed or interpreted to infringe on the rights of other persons or to violate criminal statutes. We urge you to be respectful and safe.

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#### INTRODUCTION

Is there any word in the workplace that inspires more dread than "meeting"? Arteryclogging pastries. Mind-numbing digital slide presentations. Lose–Lose jargon.

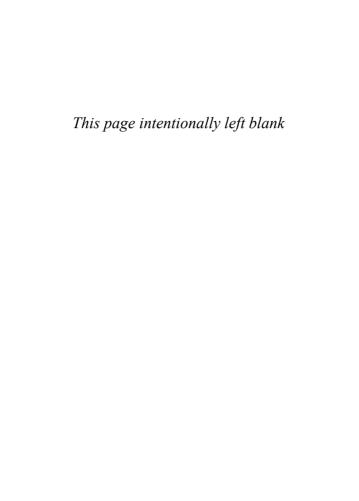
And don't fool yourself that those midday conference room confabs are only timekillers—they can be shockingly dangerous. You'll learn in these pages how swiftly a discussion of best practices can turn into a minefield of worst-case scenarios, from trust-fall injuries to airways fatally obstructed by jelly doughnuts to a sudden need to pass gas.

Not to mention those sticky interpersonal emergencies that always seem to crop up. Your human resources department can't tell you how to expertly flatter your needy boss, or effectively stop a fistfight between a couple of coworkers. Luckily, we can.

Whether you're the one running the meeting or the one suffering through it, the Worst-Case Scenario Pocket Guide: Meetings just became your most valuable "team member." In it you'll find step-by-step instructions for how to video-conference from the beach, an instant solution for how to create office atmosphere, and charts on everything from characters to watch out for to a useful list of noncommital affirmations. And when you've had just about enough, we'll show you how to discreetly duck out on the catering cart.

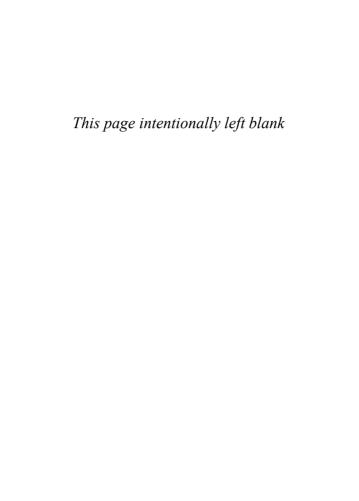
So the next time you're headed to the conference room, make sure to slip this little volume into your pocket. The one thing you don't want to meet is your doom.

—The Authors



## The least productive people are usually the ones who are most in favor of holding meetings.

—Thomas Sowell



#### CHAPTER I INTERPERSONAL SKILLS

## PLAYS WELL WITH OTHERS