

The WORST-CASE SCENARIO



Pocket Guide

MEETINGS

David Borgenicht & Ben H. Winters

The
WORST-CASE SCENARIO
POCKET GUIDE
MEETINGS

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Ben H. Winters

Illustrations by Brenda Brown



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Library of Congress Cataloging in Publication Data available.

ISBN: 978-0-8118-7048-1

Manufactured in China
Designed by Jenny Kraemer
Illustrations by Brenda Brown
Visit www.worstcasescenarios.com

10 9 8 7 6 5 4 3 2 1

Chronicle Books LLC
680 Second Street
San Francisco, CA 94107
www.chroniclebooks.com

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”? Artery-clogging pastries. Mind-numbing digital slide presentations. Lose–Lose jargon.

And don’t fool yourself that those mid-day 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 noncommittal 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

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

—Thomas Sowell

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CHAPTER I
INTERPERSONAL SKILLS

PLAYS WELL
WITH OTHERS