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## Checklist for Maintaining Leadership in Meetings

Good leaders enhance leadership credibility when they run successful meetings. Broken down into pre-meeting tasks, agenda development worksheet, pre-meeting communication checklist, meeting and post-meeting guidelines, this comprehensive checklist has been designed to help leaders prepare for success.

Use this checklist from [gantthead.com](http://gantthead.com) to ensure that you maintain and succeed in a leadership role in your meetings.

Included in this ZIP file are:

- Checklist\_for\_Maintaining\_Leadership\_in\_Meetings.doc
- Intro Doc.pdf
- Terms and Conditions.pdf