

Planning Meeting: Before Meeting the Outline to The Effective Meetings

www.ibusinessmotivation.com		Meeting Date:	
*	First, decide your first meeting planning checklist.	CheckMark	Remark
1	Why do you have a meeting?		
2	Who should you add to the meeting?		
3	What to discuss in the meeting?		
4	How to record thoughts?		
5	Where will the meeting be held?		
*	What will be the goals, and objectives of the meeting?	CheckMark	Remark
1	Identify the problems, and solve problems.		
2	Start gathering more information brainstorming ideas.		
3	Set up, and decide what to do.		
4	Completeness, and Planning for implementation.		
*	Balance the requirements of the competition.	CheckMark	Remark
1	Maximize your speed.		
2	What time does the meeting end?		
3	Emphasize any fast decision and prioritize the work.		
4	Be personally accountable. Or protest “group”		
5	Work with a limited approach and resources.		
6	Also, maximize input.		
7	Take the necessary time to be thoughtful and creative.		
8	Make the process a priority by promoting discussion and inclusion.		
9	Be mutually accountable: and move forward with your group.		
*	Whom do you want to invite? You must decide it seriously.	CheckMark	Remark
1	How many participants will be confirmed in the meeting?		
2	What kind of group do you want? You must decide your group,		
3	Who should be there during the meeting? And who doesn't?		
4	How much background or new information do they need?		
*	Orchestrate the roles. (Whose work will be given, it has to be decided)	CheckMark	Remark
1	Who will serve as the moderator during the meeting?		
2	Who will serve as a scribe during the meeting?		
3	Who will serve as a timer during the meeting?		
4	Who will serve as the minute writer during the meeting?		
*	Be sure to set a meeting agenda.	CheckMark	Remark
1	Specify the purpose and participants.		
2	What will be the schedule agenda item?		
3	Be sure to explain each agenda item.		
4	Decide on the discussion format.		
5	Decide on the decision-making technique.		
6	Please distribute the agenda in advance.		
*	Start the meeting.	CheckMark	Remark

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1	Make happiness like a meeting.		
2	Remind participants of their roles.		
3	Compromise on ground rules		
4	Get people involved early. Pray for people to join in time.		
*	Enlighten mental listening skills.	CheckMark	Remark
1	Remove internal and external barriers.		
2	Show an active interest in understanding others.		
3	Hear the difference between issues and objectives.		
4	The difference between logical and emotional content.		
*	Do not have nonverbal hearing skills. (Do not spoil the atmosphere, which should be taken care of.)	CheckMark	Remark
1	Asanas – “an open center”		
2	Keep eye to eye contact left and make a listening/speaking connection		
3	Shaking your face and nodding. Make the meeting a joyous event.		
4	Only make gestures with your hands and head.		
5	Must bring awareness about the body language of others.		
*	Must choose the decision-making model.	CheckMark	Remark
1	The decision on executive or expert.		
2	Majority decision.		
3	Consensus decision.		
*	Before concluding the meeting, please pay attention to the following.	CheckMark	Remark
1	Know when the meeting will end		
2	Make the meeting brief.		
3	Please confirm the summary.		
4	Do end on a positive note.		