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A meeting is a way for people to interact, a type of business communication, the main task of which is to explain the problems of the organization, discuss its successes and failures, provide information about the current Affairs of the company, as well as the clash of different opinions, views, positions and develop a common solution.

In order for the meeting to be effective, its essence must be considered in a complex, that is, taking into account its structure, methods and stages.

Meeting methods and types

The main methods of conducting meetings are a report, an exchange of views, brainstorming and discussion.

Report – one participant provides information on a specific topic. The time for submitting information should not exceed 7 minutes, since it is in this period of time that a person is able to perceive the information that they are trying to convey to him.

Exchange of views – each participant expresses their point of view on a given topic, which allows you to find out the opinion of each and collect a General picture of the situation. For example, an actual problem at the enterprise is the question of the situation in the divisions for the past month (week), about shortcomings and errors that need to be fixed in a short time. This is the situation that requires a clash of different views to make a common decision.

Brainstorming – chaotic statements of participants on a certain topic, characterized by a lack of criticism from employees. The main advantage of this method is that all participants can say what they think about it, while they can not criticize each other's opinions, and do not have the right to say "no" at all. In this case, the Manager listens to the views of all participants and selects the most suitable options, then analyzes them and makes a unified decision. An example of brainstorming is the question of how to hold a presentation, party, or other event, and how much money will be spent on it.

Discussion – any participant can take responsibility for making a decision, but everyone doesn't have to speak out. This method is usually used for re-solving this problem when the first convocation is insufficient.

It is also necessary to determine the nature of the meeting. The following types of meetings are distinguished:

- * Educational – its purpose: to give students certain skills and knowledge, to improve their qualifications.
- * Informational-provides the necessary information on the current problem, various points of view are studied.
- * Explanatory – in its course, management convinces employees of the correctness of their chosen behavior tactics.
- * Problematic-is called to solve the problem.

In modern market conditions, the latter type of meeting is considered the most popular. Let's talk about it.

Typical error

1. Lack of a clear goal. The initiator of the meeting does not fully understand why it is held, for what purpose, and can not explain it to others. In this case, the meeting is useless, and people come only because they are expected to be punished for not showing up. After such a meeting, a person feels tired, lethargic, exhausted, and only a sense of time spent aimlessly remains in his memory.
2. Insufficient preparation for the meeting. Usually, employees are notified in advance of the upcoming meeting so that they can prepare for it, but they do not always understand the problem, so the preparation may end immediately, and not have time to start. Then the meeting will take a very long time to explain the problem, and it will be unsuccessful.
3. The blurring of boundaries. If the structure of the meeting is not well thought out, it can become very long and tedious.
4. inadequacy of the purpose of the meeting.
5. the objectives of the meeting and the methods of conducting it contradict each other. The leader aims to hold a meeting and come to a joint decision, and he stretches his monologue for 40 – 60 minutes. Then he asks a question: "Is everything clear and are there any additions?". But by this time, no one wants to say anything, everyone is just thinking about how to get out of the meeting faster and go about their business.

So, we found that effective meetings need to clearly set a goal, make sure that it is necessary to choose the type and method of meeting to think over all up to trifles: the number of participants, place, time and duration of the meeting, and also need to know what to expect from the meeting, what will be its results to know how to act and what to demand from employees.

The purpose of my essay was to study the meeting as a management tool, identify its advantages and disadvantages, determine the structure of the meeting, its main tasks.

A meeting is the most productive way for people to interact, and it solves the most important problems of the organization. Due to the collision of different positions, a common opinion is formed that solves the tasks set for the organization.

Usually, the meeting performs such functions as transmitting information, evaluating the situation, evaluating the reaction of employees, correcting joint actions, and developing solutions. To use meetings effectively, you need to understand their advantages and disadvantages.

The advantages of the meeting are the participation of almost all members of the organization, the opportunity to speak out and quickly get feedback.

Disadvantages: allocation of special time, distraction of the Manager from his duties.

So, in order for the meeting to be effective, you need to comply with all the above-mentioned rules and regulations, make every effort to prepare for it, set goals and, if possible, implement them.