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Business meetings (meetings) is one of the most important forms of managerial activity. During the meeting, there is an exchange of information between subordinates and the head, managerial decisions are made.

The structure of the meeting includes many components. These are the main tasks and problems solved at the meeting, the process of passing the meeting, the types of communication between its participants, methods of solving problems, the result of the meeting, what the manager gets from this, and what the organization does.

The preparation of the meeting should begin with determining the purpose of the meeting, its necessity. For this, it is necessary to identify the main problems of the organization that require a timely solution, determine the objectives of the meeting, conduct an analysis and conclude whether this meeting is necessary at all, whether it is worth holding it, or this issue can be solved in a simpler way.

When preparing the agenda, it is necessary to determine the purpose of the meeting, its topic, the main issues and problems to be resolved, approximate results that await management, employees and the organization as a whole. Also at this stage it is necessary to decide who will fulfill what roles, what preparatory work should be carried out.

When deciding on the composition of participants, an important criterion is the competence of participants in the issues to be resolved, that is, their knowledge in this field of knowledge. You should not invite as many people to a meeting as there are free chairs in the hall.

The next step is to determine the day and week. The date and time of the meeting must be announced in advance so that the participants do not make other plans. People's activity is most effective on such days of the week as Wednesday and Thursday, on Monday and Friday there is a general decline in performance.

Now you need to choose a venue for the meeting. Basically, this is the manager's office. However, it is better to convene a meeting in rooms specially equipped for this purpose. Usually meetings are held at a square table, but this is extremely inconvenient. More convenient is the trapezoidal shape of the table. So everyone sees each other, and the leader sees everyone.

The last stage in the preparatory work of the meeting is the preparation of the participants in the meeting. It provides for a preliminary familiarization of the participants with the agenda. Participants should also get to know each other so that there are no contradictions, as representatives of different departments who express their interests can come to the meeting.

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.

The meeting is the most productive way of people interacting, during which the most important problems of the organization are solved. Due to the clash of different positions, a common opinion is formed that solves the tasks set for the organization.