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The meeting should not become a formality like “Well, today we have Monday, it would be necessary to gather and socialize”. In order for the meeting to be useful, you need to prepare.

Procedure for preparing a business meeting

1. Defining the goals and objectives of the meeting. It should be noted that direct collection of people makes sense when there is a need:

- in the exchange of information;
- in identifying opinions;
- in the analysis of difficult situations and problems;
- in making decisions on complex issues.

At the same time, it is necessary to think about what the alternatives to holding a meeting might be:

- the decision of the responsible Manager;
- several phone calls;
- meeting on the selector;
- meeting over the Internet or the Internet;
- merging with another meeting.

2. Assign those responsible for preparing the meeting and assign responsibilities to them.

3. Preparing (sometimes) cost estimates for the preparation and conduct of the meeting.

4. Determine the date and time of the meeting (taking into account availability for participants and the ability to prepare). Make sure that this time is as short as possible and does not coincide with other events.

5. Choosing a suitable room, booking it.

6. Prepare and approve a specific agenda for the meeting, indicating the time needed to consider each issue. At the same time, time should be allocated for each question according to its significance. Questions are arranged in order of importance and complexity.

7. Drawing up a list of participants in the meeting. At the same time, it is necessary to narrow the circle of participants as much as possible, inviting only those who can not be dispensed with, namely:

- directly affected by the decisions of the meeting;
- who have the appropriate special knowledge;
- executing decisions;
- experienced in solving similar problems;
- responsible for proper execution;
- experienced advisors and people who know how to solve problems.

8. Identification of speakers and, if necessary, speakers. Preparation of reports and presentations.

9. Preparation and distribution of invitations and materials to participants of the meeting in time sufficient for their preparation for the meeting. In this case, the participants should be informed as specifically as possible about the agenda and objectives of the meeting (if possible, specifying the time in hours and minutes, if individual participants should appear to discuss certain items).

10. Preparation of the draft decision of the meeting (session), as well as sending it to the participants.

11. Preparing the meeting room.

12. Preparation of the necessary means of visual information, technical and support resources.

13. Preparing ads and pointers.

14. Preparation for the meeting of workers (handout) materials, notebooks, pens, etc.

15. Booking of places in hotels for residing of nonresident participants.

16. Ordering transport to serve the participants of the meeting.

17. Order for service in a catering company.

18. Preparation of registration of participants and marking of travel certificates.

19. Preparation of a cultural program for the participants of the meeting.

It should be noted that some authors and specialists divide all the work on the preparation of the meeting and related activities into three parts:

- initial training;
- current preparations for the meeting;
- actions before the meeting.