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A well-organized meeting can provide an opportunity for effective training.

employees, close important sales, set goals for business improvement

and put large projects on the right track. Successful

the meeting begins long before everyone gathers in

conference hall. Man Managing the Meeting

need to collect materials, send

invitations and coordinate activities.

Participants must be prepared to deal with any

necessary tasks, provide feedback, make presentations or give in

brainstorming idea. Make a foundation in advance

will keep meeting smoothly and help you

meet your goals.

1. Determine if you are having a meeting or

Participation is expected in any way. If you are in

responsibility for arrangements, be prepared to coordinate

planning, materials and pace of the meeting.

2. Set the purpose of the meeting. Decide if you are trying

make a sale, attract an investor on board, train

employees about company policy or brainstorming new

product ideas.

3. Set the meeting agenda. Give the participants

heads if the meeting will be especially

Long time for a break.

Have a schedule if there are several speakers or

Leading.

4. Arrange a meeting, conference room,

call or online meeting. Indicate the time that is suitable for everyone

Key participants. Call or write a group to make sure

that the selected time is convenient for everyone.

5. Send time and location information to all participants.

If you are dealing with employees, let them know if

attendance is compulsory or optional. Electronic conference

phone numbers and codes for calls if you order a phone

a meeting.

6. Get ready for any necessary equipment. For example, if

you will have a computer presentation, be sure

that the conference room has a screen and a projector.

Know how to connect your laptop to the projector so that

that you don't have to waste precious time meeting

work with technical details.

7. Have a presentation for a test drive before

it is in front of customers. Make sure your sales or

investment presentation is professional, concise and

interesting. The infinite graphs projected onto the screen are not

make for compelling meetings. Understand your audience, how you can satisfy your needs and what goals you want to achieve.

8. Collection of materials. Print handouts. Make sure chairs are enough for everyone. To prepare snacks or catering if necessary.

9. Remind participants 24 hours or morning, actual meeting. Goal to start meeting as soon as possible.

Hopefully following these tips. Your event will be excellent!