

PRESENTATION ON MEETINGS



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ASHISH KUMAR (1)

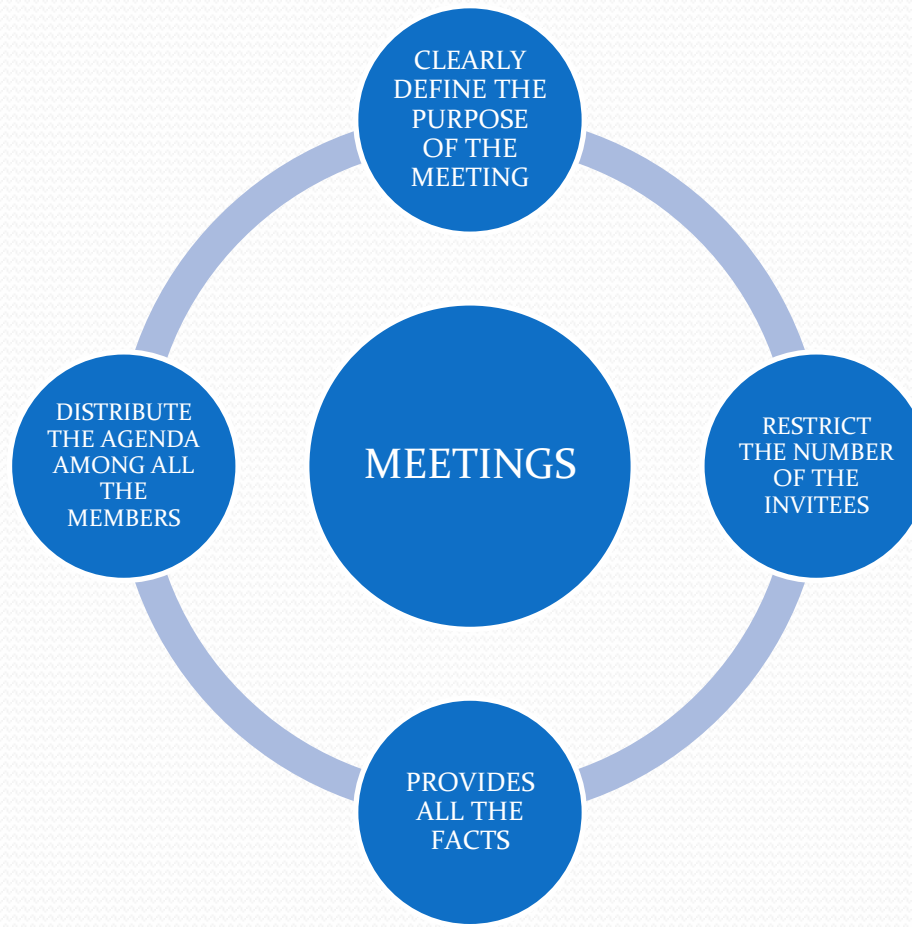
ASHISH KUMAR (2)

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MEETINGS

- ❖ *A BUSINESS MEETING IS A GATHERING WHERE PURPOSEFUL DISCUSSION OCCURS AMONG THREE OR MORE PEOPLE WHO EXCHANGE INFORMATION ON A COMMON TOPIC OR PROBLEM, FOR BETTER UNDERSTANDING OR FOR THE SOLVING OF A PROBLEM.*

POINTS FOR SUCCESSFUL MEETINGS



OBJECTIVES OF MEETING

- ❖ *TO CONVEY INFORMATION TO THE MEMBER.*
- ❖ *TO GATHER INFORMATION FROM THE MEMBER.*
- ❖ *TO EXCHANGE IDEAS AND EXPERIENCES AMONG THE MEMBER.*
- ❖ *TO RESOLVES CONFLICTS AND CONFUSIONS.*
- ❖ *TO GENERATE A POSITIVE ATTITUDE AMONG THE PARTICIPANTS.*

TYPES OF MEETING

- ***FORMAL MEETINGS.***
- ***ANNUAL GENERAL MEETINGS (AGM).***
- ***STATUTORY MEETINGS.***
- ***BOARD MEETINGS.***
- ***INFORMAL MEETINGS.***
- ***DEPARMENTAL MEETINGS.***
- ***WORKING PARTIES.***

PLANNING MEETING

- ❖ EFFECTIVE PLANNING ALWAYS INCREASES THE PROBABILITY OF A SUCCESSFUL MEETING.

OBJECTIVE OF THE MEETING.

- ❖ EFFECTIVE BUSINESS COMMUNICATION REQUIRES A CLEAR UNDERSTANDING OF ONE'S OBJECTIVE, OR OBJECTIVES.
- ❖ USUALLY, MEETINGS HAVE MORE THAN ONE OBJECTIVE.

PARTICIPANTS

- ***INVITATION FOR THE MEETING IS TO BE CLEARLY DRAWN UP INDICATING THE DAY, TIME, AND VENUE OF THE MEETING.***
- ***INVITATION HAVE TO BE SEND WELL IN ADVANCE TO ENSURE THAT OUTSTATION PARTICIPANTS HAVE SUFFICIENT TIME TO MAKE APPROPRIATE TRAVEL PLANS.***
- ***MEETING NOTICE SHOULD CLEARLY INDICATE WHO WILL ATTEND THE MEETING.***

VENUE OF THE MEETINGS

- ***THE VENUE OF THE MEETING SHOULD BE FIXED UP; OBVIOUSLY WELL BEFORE THE MEETING NOTICES ARE DISPATCHED.***
- ***THE MEETING VENUE SHOULD HAVE ALL THE REQUIRED PHYSICAL FACILITIES --- FANS, AC, MICROPHONES, PROJECTERS, TOILET, ETC.***
- ***PHYSICAL BARRIER SUCH AS NON-AVAILABILITY OF SOUND SYSTEMS, EXTRANEIOUS SOUNDS, CRAMPED SEATING, STUFFY ROOMS, ETC.. HINDER THE EFFECTIVENESS OF COMMUNICATION.***

TECHNIQUES FOR CONDUCTING MEETINGS

- ❖ ***PLAN OF THE MEETING.***
- ❖ ***FOLLOW THE PLAN.***
- ❖ ***MOVE THE DISCUSSION ALONG.***
- ❖ ***CONTROL THOSE WHO TALK TOO MUCH.***
- ❖ ***ENCOURAGE PARTICIPATION FROM THOSE WHO TALK TOO LITTLE.***
- ❖ ***CONTROL TIME.***
- ❖ ***SUMMARIZE AT APPROPRIATE PLACES.***

TECHNIQUES FOR PARTICIPATING IN A MEETING

- *FOLLOW THE AGENDA.*
- *PARTICIPATE.*
- *AVOID TALKING TOO MUCH.*
- *CO-OPERATE.*
- *BE COURTEOUS.*

MINUTES OF MEETING

- ❑ ***MINUTES USUALLY CONTAIN THE MAIN POINTS OF DISCUSSION SUCH AS:***
 - ✓ ***NAME OF THE ORGANIZATIONAL UNIT.***
 - ✓ ***THE DATE, TIME, PLACE OF THE MEETING.***
 - ✓ ***NAMES OF MEMBERS PRESENT, OF THOSE WHO COULD NOT ATTEND, AND THOSE WHO ATTENDED BY SPECIAL INVITATION***

HINTS FOR MINUTES

- **MINUTES OF EACH MEETING MUST CLEARLY STATE THE NATURE OF THE MEETING, IN THE BEGINNING.**
- **IT SHOULD MENTION THE DATE, TIME, AND PLACE OF THE MEETING.**
- **THE NAMES OF PERSONS WHO WERE PRESENT AS WELL AS WHO WERE ABSENT SHOULD BE GIVEN.**
- **THE LANGUAGE OF THE MINUTES SHOULD BE CLEAR AND CONCISE.**
- **THE TONE OF THE MINUTES SHOULD BE IMPERSONAL.**
- **MINUTES OF THE MEETING SHOULD BE VERIFIED, APPROVED, OR MODIFIED IN THE SUBSEQUENT MEETING.**

THANK YOU