

# **Conducting and Participating in the meeting**

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- ❖ Integral part of the business org.
- ❖ Either leader or participant
- ❖ whatever the roles we have to communicate orally
- ❖ there are techniques to conduct meeting effectively

# Plan the meeting

- ❑ Plan the meeting (agenda to be discussed)
- ❑ Items in logical order
- ❑ make available to all the participants
- ❑ in informal meetings you don't distribute it

# Follow the plan

- ☐ follow the plan item by item
- ☐ keep in the track
- ☐ Avoid unnecessary discussions

# Move the discussion along

- ☐ control the agenda
- ☐ bring up next agenda when on is finished
- ☐ move back on the subject

# Control those who talks much

- ☐ some people dominate discussion
- ☐ others do not have time
- ☐ As a leader we must control them
- ☐ All the people should get equal chance to talk

# Encourage participants from who talk too little

- ☐ Encourage the people take an active participation
- ☐ listen their views too
- ☐

# Control the time

- ❑ every meeting has limited time
- ❑ determine time in advance
- ❑ reminding the participants about the time before the meeting starts
- ❑ time as a resource



# Summarize the important places

- after the key item been discussed we should summarize what has been discussed and concluded along with comments made on each item

# Techniques to conduct meetings

1. Plan the meeting
2. follow the plan
3. move the discussion along
4. control the who talks too much
5. Encouraging the participants
6. control the time
7. summarize the key points been decided