A GOOD MEETING CHECKLIST

Preparation

Successful meetings require excellent planning.

Execution

Meetings consists of a chairperson and participants.

Both have specific responsibilities to guarantee that a meeting is really effective.

summarizes

closes and

thanks

A combination of language and communication skills is crucial.

Dynamic Chairing

Successful meetings require dynamic chairing.

builds decision, reaches objectives

listens to

proposes ideas.

asks questions

takes turns

checks and clarifies

> invites opinions, encourages people to speak

welcomes, creates positive atmosphere

> outlines agenda and objectives, states procedure and roles

agrees timing, keeps participants on track, watches time

understands results

helps building decisions

agrees, disagrees politely

concentrates respects other views

presents opinions

Active Participating

Successful meetings require active participating.

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