

A GOOD MEETING

CHECKLIST

Preparation

Successful meetings require excellent planning.

Execution

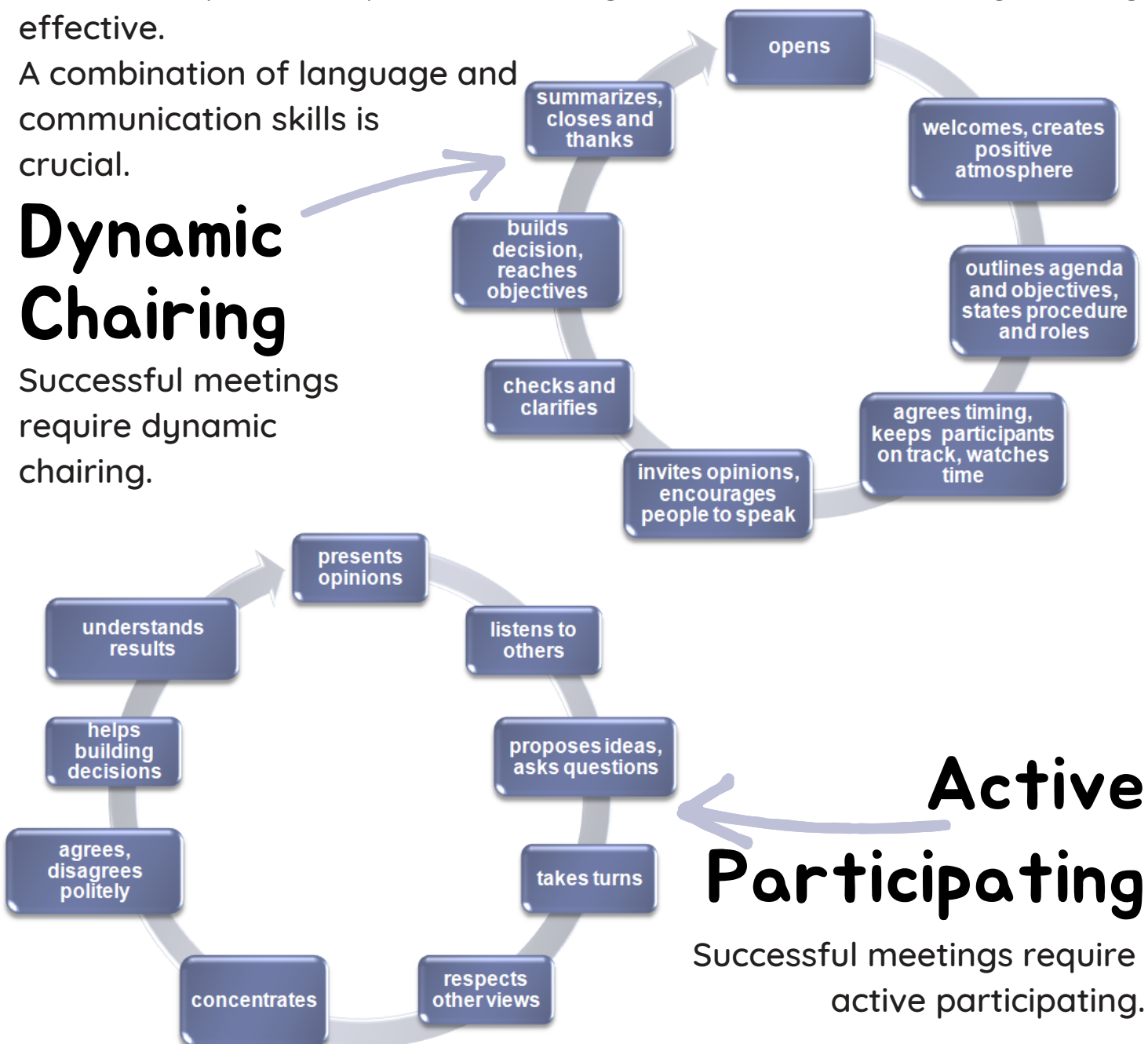
Meetings consists of a chairperson and participants.

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

A combination of language and communication skills is crucial.

Dynamic Chairing

Successful meetings require dynamic chairing.



Active Participating

Successful meetings require active participating.

