

4 Simple Steps FOR RUNNING EFFECTIVE MEETINGS

Great meetings evolve businesses.

COMMUNICATE OBJECTIVES CLEARLY TO PARTICIPANTS



This helps guide and coordinate work activities and make sure people know what to do to achieve objectives. You must initially be clear of your goals, whether that would be generating ideas, informing your team about changes, or creating new strategies.

CONSIDER ONLY THE NECESSARY PEOPLE FOR THE MEETING



Nobody wants to sit in a meeting that is not valuable to them. Attendees of meetings should be those who are relevant or are affected by outcomes from the meeting

BE SPECIFIC IN THE TIME FOR MEETINGS



Have a specific timeline. An effective meeting should start and end as planned. Organise a timeline for when items need to be discussed. Ensure attendees accomplish what is on the agenda and return to work promptly.

ENSURE PARTICIPANTS ARE SATISFIED THAT A SENSIBLE PROCESS HAS BEEN FOLLOWED



Pay attention to the contribution of the attendees during the meeting and make sure all contributors stay on the main topic.

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