

IN THIS LESSON, WE WILL LEARN...



1. SET UP THE BASIS OF EFFICIENT MEETINGS
2. PREPARE MEETING PRELIMINARY COMMUNICATIONS



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1. SET UP OF THE DATE, PLACE AND PARTICIPANTS



CHOOSE THE PARTICIPANTS

Select only people that are affected by the objective of the meeting

People that are effectively concerned or affected by the topic will help you to go to the point



SET UP PLACE AND DATE

FOR THE DATE

You should make sure to choose one when all the participants you need are available.

Tools such as *Doodle* are often used in professional frameworks to ask about participant's availability

FOR THE PLACE

Make sure that the place offers the facilities and degrees of confidentiality you need for the meeting to develop under good conditions



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2. PREPARING A MEETING AGENDA



SET THE OBJECTIVE OF THE MEETING

telling in advance what are your expectations from the meeting will fix the objective to be achieved



SET UP PRIORITIES IN THE AGENDA ITEMS



GIVE TIME FOR PRESENTATIONS AND DISCUSSIONS



PROPOSE A DECISION-MAKING PROCESS (vote...)



GIVING A BREAK

If the meeting will last more than 1 hour and a half



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3. COMMUNICATE WITH THE PARTICIPANTS TO THE MEETING AND DISPLAY PREVIOUS INFORMATION



**PROVIDE RELEVANT INFORMATION OR DOCUMENTATION THAT WILL BE NEEDED FOR THE MEETING:
PRESENTATIONS, WORKING DOCUMENTS**



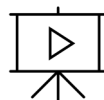
GIVING THE OPPORTUNITY TO REVIEW THE AGENDA AND ADD NEW POINTS IN IT IF NEEDED:



READING DOCUMENTATION RELATED TO THE TOPIC TO BE DISCUSSED AND PREPARE NOTES



PREPARE AND ANSWER TO A SPECIFIC QUESTION TO BE DISCUSSED



PREPARE A PRESENTATION WITH SPECIFIC INPUTS



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CONCLUSION



Having a good preparation before a meeting is not only cosmetic, it will put all the participants in a positive disposition toward the activity to take place, but it will also enable to set up clearly the objective and prepare the discussion to come, so increasing the chances to achieve efficient results.



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