

# HOW TO CONDUCT A BUSINESS MEETING

## *Practical assignment*

1. **When will you hold the next meeting?** \_\_\_\_\_ date

How much time will you need for the actual meeting? \_\_\_\_\_ hours, minutes.

How much time do you need to add for arrivals, preliminaries, closers and departures?

Now write the total time needed: \_\_\_\_\_ TOTAL TIME

2. **What is the purpose of the meeting?**

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3. **What will be the topic(s) under discussion**

a) \_\_\_\_\_ (priority # \_\_\_\_\_?)

b) \_\_\_\_\_ (priority # \_\_\_\_\_?)

c) \_\_\_\_\_ (priority # \_\_\_\_\_?)

d) \_\_\_\_\_ (priority # \_\_\_\_\_?)

4. **What goals do you want to see accomplished by the end of the meeting?**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

5. **Contacting those to be attending**

1. \_\_\_\_\_ (name) 2. \_\_\_\_\_ (name)

3. \_\_\_\_\_ (name) 4. \_\_\_\_\_ (name)

5. \_\_\_\_\_ (name) 6. \_\_\_\_\_ (name)

6. **Briefing your contributing men by:** phone — email — phone (follow this 3 step approach)

What is your topic? \_\_\_\_\_

What decisions need to be made?

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

(Make sure that each member writes down this information)

7. **Pass out materials** or whatever information to all attendees to be studied at home.

Topic 1 \_\_\_\_\_ when done \_\_\_\_\_

Topic 2 \_\_\_\_\_ when done \_\_\_\_\_

8. **If certain members have assignments** be sure they are clear what to do, when to do it and how to report.

\_\_\_\_\_  
\_\_\_\_\_

Date informed \_\_\_\_\_ Date followed up \_\_\_\_\_ Date confirmed \_\_\_\_\_

9. **Evaluation after your meeting.**

Take time after your meeting to review your goals:

Did you accomplish all of your goals? Yes No

Was everyone properly prepared? Yes No

Did you stay within the time frame you had anticipated? Yes No

What changes will you make for the next meeting?

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