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Q1

Regular employee Staff meetings are an important part of effective employee communication with the employees more regularly. Normally the response we get is that "I talk to my employees every day. I am already communicating."

Getting in the habit of conducting regular Staff meetings will help achieve many purposes including:

- To reinforce the Company Vision and mission.
- To inform and update employees.
- To share success, challenges and updates.
- To brainstorm ideas and to gather employee feedback.
- To gather all employees together who otherwise would not have an opportunity to meet.

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- To Share important information or news with staff before it goes public.
- To provide training to employees
- To ensure a message is conveyed consistently to all employees at the same time.

A positive employee staff meeting can boost morale, help lower staff stress and frustration and encourage new and innovative ideas.

Here tips to assist you in conducting effective staff meetings for your small business.

- Determine the frequency of staff meetings.

→ Factors which can influence the frequency of meeting include:

Number of employees

Location of employees

Workload

Time involvement.

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- Our recommendation is to hold all employee Staff meetings at least once every 6 months, or more frequently.

→ Conduct the meeting:

- Welcome employees to the meeting.
- Share the agenda and the time you are allotting the meeting.
- Ensure you stick with the agenda as close as possible.
- Leave enough time for questions and answers at the end of meeting.

⇒ Seek feedback on improving Staff.

- Ask employees what can be done to improve the Staff meetings.
- It is easy for meeting to get stale. Your employees will have feedback on how to meeting more engaging.

Here 5 common Staff meeting mistakes to avoid.

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- Meetings with no useful purpose.
- Disciplining staff in public.
- Repetitive meetings.
- Losing track of time.
- Providing bad news.

→ Determine who should attend each meeting:

- Different staff meeting can serve different purpose. All employees attend all meetings.
- A sample meeting schedule:
 - Every 6 months: All company employee meeting
 - Every 1 months: Department staff meeting
 - Every 4 months: Managers only
 - Every 2 weeks: Project team only
 - Daily: Employee bulletin.
- Make sure that the participants in attendance really should be there and that it will be productive use of their time.

Q2

Solution:

See Solution of Question #2

in Question Paper (File A)

Screenshot will be there.