

Week 2 Note:

### The Description of Meeting:

A meeting can be defined as where two or more people come together to communicate with each other usually for a particular purpose.

### Structure meeting:

#### Formal meeting:

- Well structured
- Rule and regulations, like framework for meeting
- Allow all members to join
- Interactions are limited by formal procedures
- Focus on the leader
- Contains some final decision

#### Informal meeting:

- Not well structured
- Aim to exchange information, solve problems make decision and set goals
- Task-oriented
- Not necessarily in a formal setting

### Purpose of meetings:

- Solve problem
- Make decision
- Plan and take action
- Communication and share information
- Satisfaction, rapport, synergy and effectiveness are experienced by all present

### How to run a well meeting:

1. Define the purpose
2. Select participants
3. Provide sufficient notification
4. Arrange suitable places and environment
5. Prepare a realistic agenda

### For preparation:

Why, Who, Where, When, What

### Terminology and procedures:

1. Agenda: plan for meeting: timetable and content for people who attend meeting
2. Minutes: record of what happens at the meeting. Good aspects and not good.

## Member responsibilities:

The members and the participants in the meeting have to do right thing: like preparation:

- read agenda, minutes of previous meeting, and any attachments/reports circulated prior to the meeting
- Know how to conduct yourself
- practice general courtesy and good meeting manners,
- arrive on time,
- follow agenda,
- avoid interruptions (phones!),
- avoid distractions,
- don't interrupt others speaking,
- letting the chair run the meeting,
- contribute as appropriate, etc.
- be engaged

## Communication at meeting:

Way to achieve good communication:

1. all members should create a positive atmosphere and make contribution.
2. Be willing to negotiate and modify position and admit errors
3. Encourage others, good listeners, giving feedbacks and so on
4. Avoid defensive roles like blocking ideas, reducing performance

## Barriers to effective communication:

1. Poor verbal skills
2. Bad behaviors
3. Ineffective listening
4. Not willing to contribute
5. Unwilling to use power and implement decision

## Oral presentation

Advantages:

1. Spontaneous communication with your audience
2. Demonstration of audio/visual materials
3. Control audience emotion

Disadvantages:

1. Difficult if you are not spontaneous person
2. Specific skills
3. Limited time and space
4. Limited audience

Effective oral presentations

1. Focus on main idea

2. Make presentation easy to follow
3. More interesting presentation