

How to Organise Effective Meetings

Module 16

Task



Hopefully, you took in as much of the information in this 16th module as possible. To find out how well you have done, complete the following worksheet.



We recommend that you allocate at least 30 minutes to this worksheet.

SELF-MARKING



At the end of the worksheet is a convenient answers/feedback and advice section to allow you to see how well you have done.

You are not required to return this worksheet.

Activity #1



10 minutes

This module discussed meetings and what they bring to a company. In a paragraph, briefly explain their importance.

Write or type your answer here

Activity #2

 10 minutes

Write a paragraph explaining the importance of a meeting agenda.

Write or type your answers here

Activity #3

 10 minutes

Work your way through the following paragraphs and insert the most appropriate words to fill in the missing blanks. There are 10 for you to have a go at in all.

Meetings are excellent opportunities to 1_____ and harness the creativity of multiple minds towards 2_____ of products and services. Brainstorming 3_____ held with the aid of charts, laptops and visuals help add zing to 4_____ and energy levels.

5_____ are complex structures and there are numerous issues to resolve. If one person attempts to resolve everything on their own, chances are that they are working with limited inputs. 6_____ are forums that provide an opportunity for everyone to broaden their understanding of problems and issues facing the 7_____.

Meetings should always begin on time as the idea must be to 8_____ everyone's time. 9_____ everybody who attends the meeting and remember to thank them for their time. As a precaution, email the Google map and directions to 10_____ one day prior.

Write or type your answer here

1

2

3

4

5

6

7

8

9

10



Answers/feedback and advice section

Use this section to check your answers and see how well you have done

You are not required to return this worksheet

Activity #1

Advice and Feedback

Meetings are a crucial part of an organisation's growth and success and often provide the pathway to new and better policies. A productive meeting brings together employees and managers and leads to productive discussions, which can remind workers of goals, brainstorm ideas and resolve issues. Meetings are also an excellent platform for groups to start complex decision-making processes

Activity #2

Advice and Feedback

After you have set a time for your meeting, it is imperative that you set a full agenda at least one week in advance and send it to all attendees. Agendas are critical to the success of the meeting because they will clarify the purpose and the objective. Also, it helps for the attendees to prepare any contribution they may have beforehand and it provides a focus of direction during the meeting.

Activity #3

Answers

1. Brainstorm 2. Improvement 3. Sessions 4. Enthusiasm 5. Businesses
6. Meetings 7. Organisation 8. Respect 9. Welcome 10. Attendees

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SUMMARY

Now that you have studied Module 16, it is time to decide if you feel you are ready to move on to the next module. Even if you struggled only slightly in this module, make sure you take the time to read through the material one more time.

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