
Training Instrument 12-7

Effective Meetings

EFFECTIVE MEETING EXERCISE

Your company has 10 managers and 100 frontline workers. You are going to announce a new software system for your company that will affect the way frontline workers perform their duties.

Assignment

Notes

Room Setup

Whom would you invite to the meeting?
How would you set up the room?

What printed materials would you provide?

What visual aids, equipment, or other tools might you use?

What other considerations or arrangements might you need for this meeting?

Meeting Communications

Write a sample email to announce the meeting and determine whom it would be sent to.

Agenda

Draw up an agenda for this meeting and determine who would need to speak and what items should be covered in the meeting.
