Conducting Business Meetings

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Vocabulary

Derail: to prevent a plan or process from succeeding.

Frustrate: to make someone feel annoyed or less confident because they cannot achieve what they want.

Designate: to choose someone officially to do a particular job.

Convention: a large meeting of a group of people who are involved in the same type of work or who have similar interests.

Sap: to make someone weaker or take away strength or an important quality from someone, especially over a long period of time.

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Introduction

Meetings can consume the better part of your day and leave you wondering, "What did I accomplish by attending one meeting after the other?"

Before you plan or attend another meeting, consider the goals and objectives of the meeting first. E.g Is it for informational purposes only? Is it because you have something to contribute? Are you scheduling the meeting at a suitable time?

Let's take a closer look at the best ways to conduct a meeting.

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