



Simone Janson (ed.)

MEETINGS THAT GETS RESULTS

Plan &
Moderate

Hold Visual Meetings with Creativity & Focus. Conduct
Discussions & Conferences Effectively & Efficiently,
Successfully Write Minutes

Meetings that gets Results - Plan & Moderate

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Imprint

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Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book

Dear readers,

glad we could convince you of the 4th, significantly extended edition, like thousands of readers before. Because this book makes your success tangible: In the following pages, you will not only encounter expert knowledge, but also a wealth of practical tools and resources that can help you achieve your goals and realize your full potential.

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback

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You will receive valuable resources through this [unique publishing concept](#) that will enhance your knowledge, stimulate your creativity, and make your personal and professional goals achievable. This allows you to discover new ways, expand your thinking, and improve your skills to experience success. You will receive concrete advice, proven methods, and strategies to overcome challenges and overcome obstacles. By providing specific action steps and practical guidance, you will learn how to define your goals and develop plans to progress step by step. The clear structure and our special, highly detailed table of contents support you in quickly finding the desired information and implementing it directly into practice.

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Under the motto *Information as desired*, we also provide you with exactly the information you have been looking for. The book also includes an e-course with a worksheet for you to work through, which you can receive for free as a reader in our Academy at <https://best-of-hr.com/academy/>. You can find out how to access it in the book's conclusion.

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Successful meetings: 2 X 7 Tips for successful preparation and follow-up

// By Matthias K. Hettl

An efficient meeting also requires an optimal preparation and follow-up - only then can a meeting be really efficient. Part of this should also be the question of whether a meeting is necessary at all.

Alternatives to the classic meeting

In addition to the large meetings with several call partners, you can also set up a system for individual discussions with individual employees. This can lead to unprecedented efficiency gains.

This feedback system is used to inform you, to discuss assessments and factual aspects, but also to communicate with your individual employees, through personal aspects such as mood, motivation and mood.

Why two-talks?

In a four-eye conversation, it is easier for your coworker to address certain points and open up for a different view.

The two-day meetings are also concerned with the reflection on individual questions, the preparation and coordination of interviews in the larger circle and the building of trust.

7 tips for optimal preparation

What else you should consider during the preparation of a meeting, we give you some tips:

1. Is the meeting really necessary or are there other options? For example, if you just want to share information, then you can also do one eMail or write a memo in which the most important thing is, that is much more economical and saves time.
2. Have you invited the right participants, who can give input and can also make decisions? Keep the number of participants generally small. Think carefully about who really needs to be there. You can also take participants to specific agenda items.
3. Always prepare meetings carefully. These include the planning of the premises, adequate seating, visualization possibilities, functional technical equipment, a written agenda with the scheduling of the agenda items, the planning of the appointment and the timely invitation of the participants.

4. If possible, familiarize yourself with the most important agenda items for the meeting. What is your contribution? Is it about information, problem solving or decision on the individual topics?
5. Make it clear to yourself and the participants what your goals are at the meeting, and act in a targeted manner during the meeting.
6. Ensure that all participants have their say. How this is done is a question of your leadership style or moderation. It is important that the meeting contribute to an exchange, a discussion or a problem solution.
7. As the moderator of the meeting, you are there to ensure that the goal of the meeting does not get out of focus. If you observe posts drifting away from the topic, be polite but alert. Say, "Mr. Meier, what you say is certainly important. Let us, however, return to our core point ... "

7 Tips for the follow-up of the meeting

After the meeting is before the (next) meeting. Therefore, each meeting also includes an equally good follow-up - with minutes, feedback and evaluation. When it comes to reworking your meeting, you'll find 7 tips here.

1. Use the possibility of the topic memory. If aspects are mentioned in the discussion which can not be dealt with for time or thematic reasons, then write them visibly on a separate flipchart sheet with the heading "Topic memory".
2. Structure individual sections through their summaries and transitions: "We now have, I think, the most important points on the topic ... heard. What follows is the question of how we can handle it ... "
3. No meeting without result log. In short, the answer to the questions is who does what with whom and when.
4. You can massively reduce the time needed for your meetings by making a meeting of a meeting. For your next meeting, simply take bistros instead of the comfortable conference chairs, and the implementation time will decrease significantly - with the same result quality.
5. Provide the opportunity for a feedback system so that you can exchange information with your employees on a regular basis in the four-eye conversation.
6. Ask the participants for feedback and explain to them yourself, what could go better next time.
7. Create an agenda for the shared meeting.

This text is from the book "Führung kompakt: Die 15 Führungstools, die wirklich funktionieren (2014)" by Matthias K. Hettl, published at BusinessVillage Verlag, and was left to us for reprint.

Creative Management: Use Group Dynamics

// By Wolfgang Traub

If you ask yourself why team collaboration often fails, then it's usually due to the group dynamics. From the beginning, right when the team meets for the first time.

Group dynamics begin at the first meeting

Already at the first meeting of the team, group dynamic - some say "group hydraulic" - processes begin.

Ranking and pecking orders are tested, positions of all kinds are occupied, defended and challenged, alliances are forged, subgroups are formed - and this continues until the microcosm of this group finds its order and everyone has their place in the group.

Even after that, such processes continue, because now positions are to be improved and so on. This is not very professional, but very human and above all: inevitable.

The rational leadership suppresses such processes

A purely rational-instrumental leadership with rigid task distributions and strict hierarchies will perceive these human challenges as a disturbance, as well as a complex view of the team structure.

These imprints and the associated behaviors within a group can be reduced to a minimum with discipline, sanctions and a considerable amount of time - but in the minds it goes on and subliminal the positional struggles will continue to be fought.

Creative leadership recognizes the potential

A creative leadership, on the other hand, will recognize potentials and try to make them useful. Group dynamics can be mitigated and even instrumentalized by clever management.

To do so, the leadership must be flexible and give space to processes of team spirit and team structure. It must have credible authority and constantly monitor and promote the commitment and motivation of each team member.

Combine the dynamism of the team in strength

These things should be at least conscious to anyone who leads a team, better of course he should be experienced and - you guessed it - be creative enough to direct and harness these dynamics and just turn them around to empower the team.