

Save time, achieve your goals, conduct productive conversations, moderate talks, write protocols, lead projects to success

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Simone Janson (ed.)

HELP! MEETING!

PLAN EFFICIENT CONFERENCES & DISCUSSIONS

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Help! Meeting! Plan Efficient Conferences & Discussions

Save time, plan for success Achieve goals, conduct and moderate conversations, write minutes, successfully lead projects

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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

For its interactive concept, the publisher was not only awarded the Global Business Award as Publisher of the Year by Corporate Vision Magazine and supported by the Minister of State for Culture and Media of the Federal Republic of Germany, but also repeatedly recognized in renowned media such as **ZEIT, Süddeutsche, personalmagazin**, or the special magazine **Personalführung**. For example, the **FAZ**, one of the most influential Newspapers in Germany, attests to us "good actionable tips" and customers like the **Press and Information Office of the German Federal Government** are enthusiastic. You can find many more reviews as well as information on free review copies at <https://best-of-hr.com/press/>.

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Your Benefit in concrete Terms: Content, Organization and Structure of the Book

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Successful meetings: Efficiently solving problems

// By Matthias K. Hettl

"Too many discussions are a clear sign of a bad organization," said British historian, sociologist and publicist Cyril Northcote Parkinson (1909 - 1993), who became world famous as the discoverer of Parkinson's Law. What does he want to tell us?

Problem solving or time-consuming?

The phrase 'Without a plan you automatically plan the failure' often applies to meetings. The key to the success of your meeting is planning.

By Cyril Northcote Parkinson (1909 - 1993) is also this beautiful quote handed down:

"Meetings with many participants rarely solve a problem, but waste a lot of valuable time."

The key to success

In fact, the key to a meeting's success is that your employees and you are clear about the purpose, goal and end result from the start.

Prepare a short agenda in advance and ask for the content of the participants, which leads to a list of priorities and are edited one after the other - the most important first, the most important last.

Is the meeting really necessary?

In principle, you should ask yourself whether meetings are really necessary.

Your employees and you need to get together to exchange information, make decisions, plan, discuss, discuss something, dispel a quarrel, celebrate, and more. Meetings can also help improve motivation and productivity.

Direct and indirect costs

When does it make sense to hold a meeting, and when not? The decision to hold a meeting requires careful consideration, as this always involves costs, both direct and indirect.

The direct costs include travel expenses, catering, the rent for the venue and a possible accommodation during longer lasting meetings. Indirect costs include working time and productivity losses for the participants.

Break with habits

Therefore you have to wonder how necessary this meeting is and if there are not other options like sharing about eMails, information or memos. Break the habit of holding a meeting just because it's always been on Monday at 10 pm.

Decide whether the meeting is absolutely necessary, whether it is more appropriate to carry it out, or whether it is actually also without meeting. Take the initiative, raise the question and reduce your meeting time in a meaningful way.

Productivity killer

Tip: If you are holding a meeting, you should recognize the possible fall cords that can become a productivity cleanup. These include:

- unpunctual beginning,
- in time,
- no meeting leader,
- to leave more time than necessary,
- a participant to let the meeting partly dominate,
- to degenerate the meeting into a one-sided dialogue,
- for the things discussed, no completion date or to-dos,
- Discussion topics to which those present can not contribute,
- to invite too many attendees and thus impair the performance of the entire meeting.

Meetings - problem solving or frustration?

Meetings have many functions: they serve information exchange, discussion, decision-making and problem resolution. Missing or inadequate information is a breeding ground for misunderstandings, frustration and a lack of identification with a task.

Precisely for this reason, meetings can be an important contribution to the motivation of your employees and be an effective way to create ideas, to promote team spirit or to bring about actions.

For example, using the brain to storm a problem

In the advertising agency BDO founded by Alex Osborn, the poor quality of the meetings annoyed the boss. There were dozens of meetings that were anything but inspiring. They lasted forever, tiring and inhibiting any form of creativity. They were the GAU for a company that earned its money by being creative. Osborn was