10 TIPS

for Hosting a Great Meeting

American Golf

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TIP 1

Meetings with a purpose

Holding a meeting just for the sake of it or out of formality is not a good use of your time nor for of all those people attending. Employees in particular can feel annoyed and frustrated as you are taking valuable time which can be spent elsewhere. A good business meeting ideas is to define the purpose of the meeting. Such meetings are more engaging as everyone understands why they are there and for what purpose. This can give greater clarity and keep everyone focused.

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TIP 2

Contributing ideas

In a business meeting ideas are often contributed from those attending and then discussed and improved if necessary. To keep business meetings engaging you should encourage the flow of ideas as much as you can. There are many business meeting ideas that can be used for brainstorming ideas. Carrying out surveys, quizzes or getting everyone to write down their ideas and then sharing them can all work well.

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TIP 3

Have A Goal

Sometimes it is nice to get out of the office. That doesn't mean that you can't get work done. Set up a day once a month to go off site can allow your staff to have uninterrupted work time. Think about how hard it is to get a project done with the phone ringing, people stopping by your desk, and general day-to-day interruptions. By going to an outside venue you are taking all of those distractions away. You will find that you get a higher quality of work a quicker turn around. Many country clubs have the facilities for large meetings, breakout sessions, and individual workspace. Plus, it's just nice to have a change of pace and work in a beautiful atmosphere.

TIP 4

Don't dominate

Managers should avoid the temptation of being too dominating at meetings where they are looking to engage others. While you are in a position of power do not overstep the mark and be too dominating or people will fear to engage. Good business meeting ideas are useless if they are not implemented properly. Part of being engaging involves you talking and listening to others too. By only giving importance to your opinions you turn away ideas from others even if they happen to be better than yours.

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TIP 5

Time management

Business meetings have the reputation of being boring and time wasters. When generating business meeting ideas you should also consider how much time you genuinely require to avoid time wasting. There are certain times of the day where certain business meetings should be held for maximum effect. The mornings are perfect for meetings so do think about this when working on business meeting ideas.

TIP 6

Getting straight to the point

Engaging business meetings are careful to make sure time is not wasted on unnecessary tasks. That being said, make sure that when conducting a meeting you get straight to the point(s) that you want to discuss. See Rule # 1 Create a set of notes when you are coming up with business meeting ideas that you can use at the meeting. Bullet points are very helpful where you can make a note of important information that you really want to convey at the meeting.

TIP 7

Results

Having a goal or wanting a certain outcome from a business meeting is very beneficial. Results driven business meeting ideas can help you work towards certain goals and outcomes. When you have defined the purpose of the meeting you then need to work on how to get what you want. When you are developing these ideas write down a few goals that you want to achieve through the meeting.

TIP 8

Resources

Managers often have a number of tools for their use but often they don't make the most of them. Instead they opt for the same boring meetings that fail to engage their audience. Certain tools can serve as great visuals that can help the meeting to be remembered long after the meeting is finished. Tools that you can use when planning your business meeting ideas can include slides or presentations. Evaluate how well you think each tool can engage your audience.

TIP 9

Technology

How meetings are conducted has changed over the years mainly thanks to technology. Managers can come up with plenty of business meeting ideas when they consider the many options they have thanks to technology. Webinars or virtual meetings are just two of the many options that you have when looking for business meeting ideas. They can be held remotely and at convenient times to you and everyone else. They can be more engaging as you can hold them anytime and from anywhere.

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TIP 10

Preparation

Preparing for a meeting in advance is your best chance of having an effective and engaging meeting. Not only should you prepare business meeting ideas in advance you should also think about what you are going to say and do to keep everyone present more engaged. Managers can use their previous meetings as a form of experience so that they can develop better business meeting ideas. Record your meetings if you have to so that you can improve yourself at the next meeting. The 10 ways mentioned above can be used to make your business meetings more engaging. They can also help you develop even more business meeting ideas that can benefit your business greatly.

Contact American Golf and see how you can put these to use.

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For more information about planning your event contact:

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