




Effective Meetings

- Ask for written preparation
 - Send the concrete agenda in time
- Invite only those who are necessary
 - Begin punctually
- Let everyone participate actively
 - Use  in case of personal discussions
- Use  in case of deviations from the agenda
 - Use  in case of disturbances
- Draw up a Concrete Action Plan
 - End on (or before) time



Improving Human Performance

www.cipers.be
info@cipers.be

