

Top 10 Tips – Etiquette for Effective Meetings

Supplied by: *The Development Company Limited*



Etiquette for Effective Meetings

Each attendee to...

1. Make themselves recognised before speaking – raising hand, piece of card or eye contact.
2. Be brief and to the point.
3. Make their point calmly
4. Keep an open mind
5. Listen without bias
6. Work to understand what is being said
7. Avoid side conversations
8. Respect other opinions
9. Come prepared to do what is good for the organisation
10. Develop action plans after every point agreed (who, what, where, when, how)

Want to improve your meetings? The Development Company has it covered:

- Open training courses at the Novotel, Milton Keynes
- In-company tailored training courses
- In-company seminars, including large conference seminars
- One to one coaching
- Elearning
- Video streaming

Top 10 Tips supplied by...

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