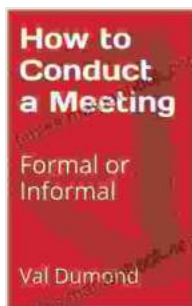


How To Conduct Meeting Formal Or Informal

Meetings are an essential part of any organization. They provide a forum for people to come together, share ideas, make decisions, and solve problems. However, not all meetings are created equal. Some meetings are formal, while others are more informal. Both types of meetings can be effective, but it is important to know the difference between them and how to conduct each type of meeting effectively.



How to Conduct a Meeting: Formal or Informal

by Gayle Kurtzer Meyers

★ ★ ★ ★ ☆ 4 out of 5

Language : English
File size : 365 KB
Text-to-Speech : Enabled
Screen Reader : Supported
Enhanced typesetting : Enabled
Word Wise : Enabled
Print length : 18 pages



Formal Meetings

Formal meetings are typically held for specific purposes, such as making decisions, reviewing progress, or presenting information. These meetings are usually structured and follow a specific agenda. Participants in formal meetings are expected to be prepared and to participate actively.

Planning and Preparation

The key to a successful formal meeting is planning and preparation. The first step is to determine the purpose of the meeting and the desired outcomes. Once you know the purpose of the meeting, you can develop an agenda. The agenda should include the following items:

- * A list of the topics to be discussed
- * The time allotted for each topic
- * The person responsible for leading each topic
- * The materials that will be needed

Once you have developed an agenda, you should distribute it to the participants well in advance of the meeting. This will give them time to prepare and to think about the issues that will be discussed.

Facilitation

The role of the facilitator is to guide the meeting and ensure that it is productive and efficient. The facilitator should:

- * Start the meeting on time
- * Introduce the participants
- * Review the agenda
- * Keep the meeting on track
- * Encourage participation from all attendees
- * Summarize the key points of the discussion
- * End the meeting on time

Follow-Up

After the meeting, the facilitator should send out a summary of the key points of the discussion and any action items that were assigned. The facilitator should also follow up with the participants to ensure that they are completing their assigned tasks.

Informal Meetings

Informal meetings are less structured than formal meetings and are typically held for more general purposes, such as brainstorming, sharing information, or getting feedback. These meetings are often more relaxed and conversational in nature.

Planning and Preparation

While informal meetings don't require the same level of planning and preparation as formal meetings, it is still important to have a general idea of what you want to accomplish. You should also consider who you want to invite to the meeting and where you want to hold it.

Facilitation

The role of the facilitator in an informal meeting is less structured than in a formal meeting. The facilitator should simply guide the discussion and ensure that everyone has a chance to participate.

Follow-Up

There is no need for a formal follow-up after an informal meeting. However, you may want to send out a summary of the key points of the discussion or any action items that were assigned.

Both formal and informal meetings can be effective tools for achieving your goals. By following the tips and advice in this article, you can ensure that your meetings are productive, efficient, and achieve their desired outcomes.

Additional Resources

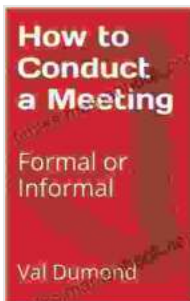
* [How to Run Effective Meetings]

(<https://www.mindtools.com/Commsskills/Running-Effective-Meetings.htm>)

* [The Ultimate Guide to Meeting Management]

(<https://www.asana.com/resources/meeting-management>) * [10 Tips for Running Effective Virtual Meetings]

(<https://www.forbes.com/sites/forbescoachescouncil/2020/04/29/10-tips-for-running-effective-virtual-meetings/?sh=271244867a28>)

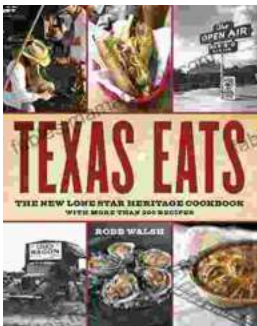


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