

# Term 1: Week – MS Class Worksheet

## “Meeting Management” Video Learning

**VIDEO 1: Question #1: What is the “PCFW” method for effective meetings?**

**“P” stands for:”**

**3 Key Points:**

- a.
- b.
- c.

**“C” stands for:**

**2 Key Points:**

- a.
- b.

**“F” stands for:**

**2 Key Points:**

- a.
- b.

**“W” stands for:**

**2 Key Points:**

- a.
- b.

**VIDEO 2: Question #2: What are the 4 Rules in Planning for a meeting?**

- 1.
- 2.
- 3.
- 4.

**VIDEO 2: Question #3: What are the 4 legitimate PURPOSES to have a meeting?**

- 1.
- 2.
- 3.
- 4.
- 5.

**VIDEO 2: Question #4: What are the 5 typical flaws of a bad meeting?**

- 1.
- 2.
- 3.
- 4.
- 5.

**VIDEO 2: Question #5: What are the 5 principles of a good meeting?**

- 1.
- 2.
- 3.
- 4.
- 5.