Term 1: Week – MS Class Worksheet

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. "C" stands for: 2 Key Points: a. b. "F" stands for: 2 Key Points: a. b. "F" stands for: 2 Key Points: a. b. "W" stands for: 2 Key Points: a. b. "W" stands for: 2 Key Points: a. b. "UDEO 2: Question #2: What are the <u>4 Rules in Planning for a meeting</u> ? 1. 2. 3. 4.	<u>"Meeting Management" Video Learning</u>
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<pre>2 Key Points: a. b. "W" stands for: 2 Key Points: a. b. <u>VIDEO 2: Question #2:</u> What are the <u>4 Rules in Planning for a meeting</u>? 1. 2. 3.</pre>	
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VIDEO 2: Question #2: What are the <u>4 Rules in Planning for a meeting</u> ? 1. 2. 3.	
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2. 3.	
3.	
	2.
4.	3.
	4.

VIDEO 2: Question #3: What are the <u>4 legitimate PURPOSES</u> to have a meeting?
1.
2.
3.
4.
5.

VIDEO 2: Question #4: What are the <u>5 typical flaws</u> of a bad meeting?
1.
2.
3.
4.
5.

VIDEO 2: Question #5: What are the <u>5 principles</u> of a good meeting?	
1.	
2.	
3.	
4.	
5.	