

## Term 1: May 2015 – MS Class Contents – Week 8

### Agenda

- 1. REVIEW and WATCH: Business Meeting Videos:
    - A. Video #1: “PCFW Method” for effective team meetings
    - B. Video #2: HARVARD Business School: “What is the secret to running effective meetings?”
  - 2. CHECK: Homework Assignment
  - 3. REVIEW: Final Test Contents
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### **WATCHED AGAIN:** Business Meeting Video #1

- Now, let’s take a look at some advice regarding how to run a successful or effective meeting.
- Video 1: “PCFW Method” for effective team meetings
- <https://www.youtube.com/watch?v=xW0CjH95K3Q>
- **QUESTION:** Using the RULE OF 3, What is your take on the “PCFW” method?
- **Time limit:** 5 minutes

### **CHECKED HOMEWORK:**

#### Directions:

Watch TWO Business Videos and fill in the answers to the worksheet below.

#### “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.

## 4 RULES to PLANNING a Meeting

When you plan a meeting, you should:

- 1. Invite only people that really need to be at the meeting.
- 2. Find the smallest room that fits the group
- 3. Find a room that “Limits Distractions”
- 4. Keep meetings short

## 4 PURPOSES to have a Meeting

You should have a meeting to:

- 1. **Discuss and Debate** an issue or situation
- 2. **Brainstorm** for a situation or issue
- 3. Engage in **complex negotiations** of a situation
- 4. **Build “Camaraderie”** among team members

## 5 Typical Flaws of a BAD Meeting

- 1. **No agenda.**
- Result: Purpose of meeting is unclear
- 2. **Meeting materials are not sent in advanced.**
- Result: Documents are given at meeting and members are not familiar with material.
- 3. **Leader’s explains a lot at meeting.**
- Result: Discussion time is decreased
- 4. **Leader’s explanation or talking “drags or is slow.”**
- Result: Participants lose interest in meeting and think of something else
- 5. **No “closure” at end of meeting.**
- Result: Meeting ends with NO CLARITY about what is the next step that needs to be done.

## 5 Principles of a GOOD Meeting

- 1. **Agenda** and materials are **sent in advanced**.
- Preferably, at least 24 hours before meeting.
- 2. **Leader gives a short introduction about key issues and key decisions** to be made.
- 3. Since members already have the agenda, **most of meeting should be used for discussion and debate**.
- 4. There is **good closure at the end of the meeting** and all members understand next steps and by when.
- 5. Meeting takes **no longer than 90 minutes**, preferably **60 minutes**.

## Special Announcement

- 1. Next week, you will have your **FINAL** test.
- 2. All of the contents will be from **WEEK 1 to WEEK 8**.
- 3. **9 questions**
- 4. Total: **100 points**
- 5. Now, let's review the test contents.

## FINAL TEST Contents:

- 1. Use **RULE of 3** to explain a company product
- 2. Use **RULE of 3** to explain your team meeting situation
- 3. Use **RULE of 3** to explain your company situation
- 4. **6 Business Vocabulary** (Week 6 Reading Article)
- 5. **4 Points** of “PCFW method” and key sub points
- 6. **4 legitimate PURPOSES** to have a meeting
- 7. **4 RULES** to planning a meeting
- 8. **5 typical FLAWS** of a “bad meeting”
- 9. **5 PRICIPLES** of a “good meeting”

- **Good luck!**

----- End of Lesson -----