

MEETINGS



Meetings

- Meetings are the most popular method of interactive communication.
- It facilitates direct, face-to-face communication and essential at various levels in all organization.
- They serve as channels of oral communication among the members of the meeting.
- To bring people together, agenda to structure the meeting, minutes to record the proceedings and report to pass information to the higher authorities



WHAT IS A MEETING?



- A meeting is get-together of a group of persons to discuss ways and means to deal with a specific timebound task assigned.
- The members of the group share common experience, common concern and common interest.
- W.H. Newman:-A committee of a group of people specially designated to perform some administrative acts.
- It functions only as a group and requires the free interchange of ideas among its members.

WHAT IS A MEETING?



- Hicks and Gullet :-A committee is a group of people who meet by plan to discuss or make a decision for a particular subject.
- A meeting is formally arranged gathering for the purpose of discussing an issue concerning a large number of persons.

OBJECTIVES OF MEETING

- To inform and explain the information to the members.
- To understand the situation.
- To get feedback from the members.
- To exchange ideas and experience among the members.



OBJECTIVES OF MEETING

- To persuade members to accept changes.
- To resolve conflicts and confusions.
- To take decisions of matters affecting the group or the organization.
- To generate a positive attitude among the participants.



TYPES OF MEETING



❖ On the basis of function:

1. For giving information:

This type of meetings is conducted for sharing information and gathering views and opinions of the participants or members on that information.

2. For consultation:

The consultative meetings are held to consult the members for their views and opinions to reach an effective decision.

TYPES OF MEETING

❖ On the basis of function:

3. For execution of ideas:

- This type of meetings is held to gather new ideas or suggestions for the execution of a task.
- When the cooperation of the members is required for the effective dealing with a task such meetings are held.

