



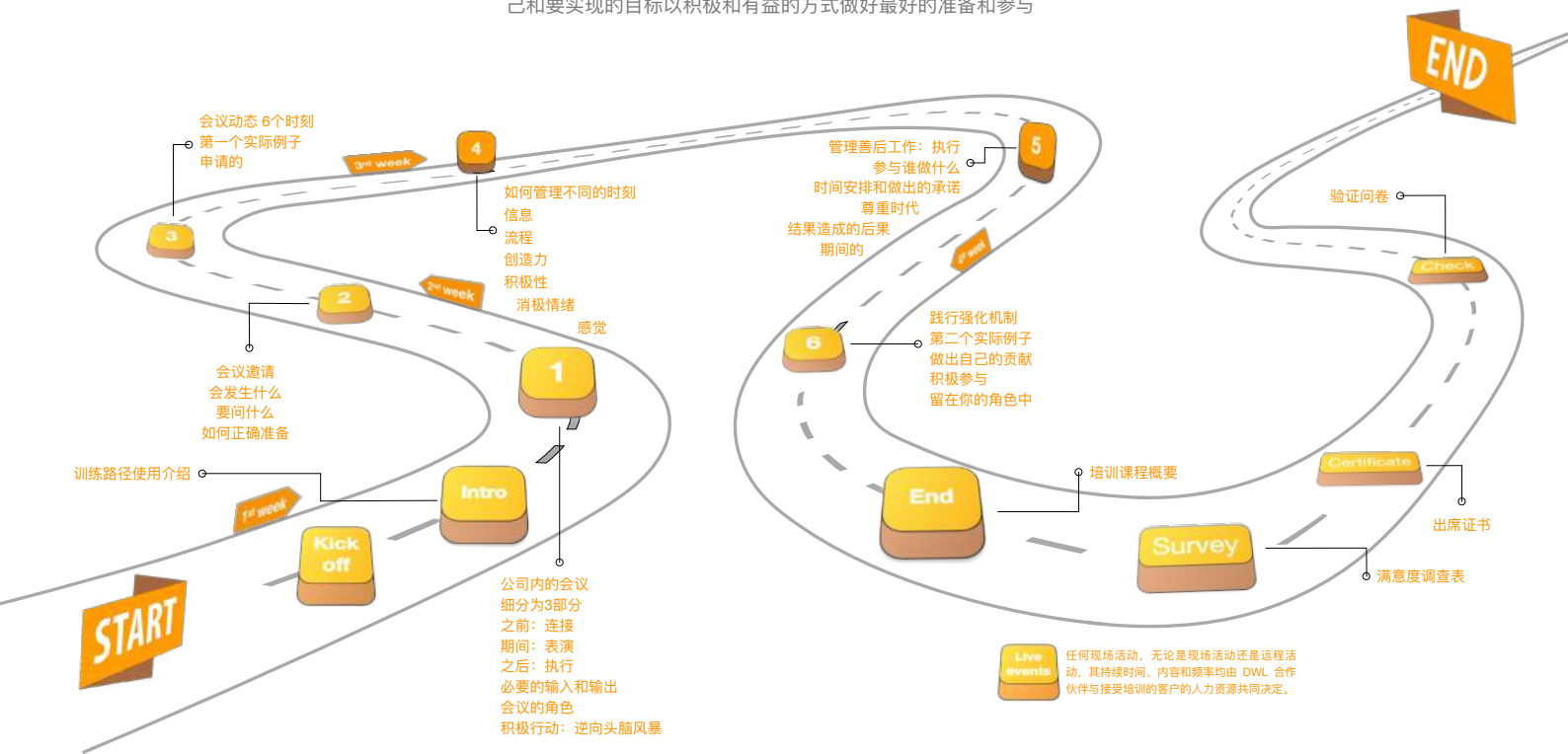
结果

决策会议

决策会议

任何角色

学会为公司会议的参与者做好准备。知道要问什么，如何为自己和要实现的目标以积极和有益的方式做好最好的准备和参与



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经过一些按钮，
箭头变成了一只手

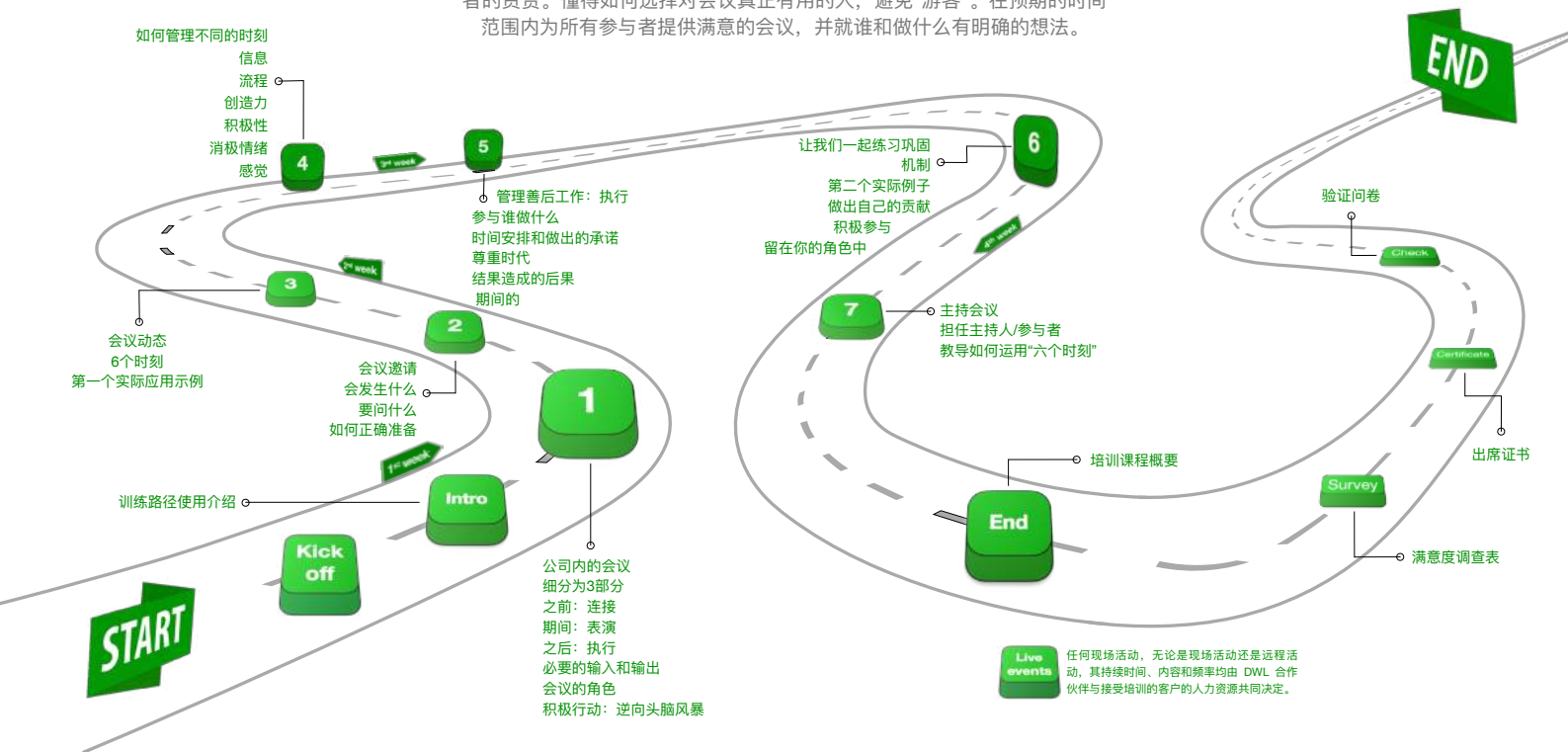
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决策会议

中层角色

成为有效、高性能会议的主持人。了解如何快速准备邀请函，这将受到参与者的赞赏。懂得如何选择对会议真正有用的人，避免“游客”。在预期的时间范围内为所有参与者提供满意的会议，并就谁和做什么有明确的想法。



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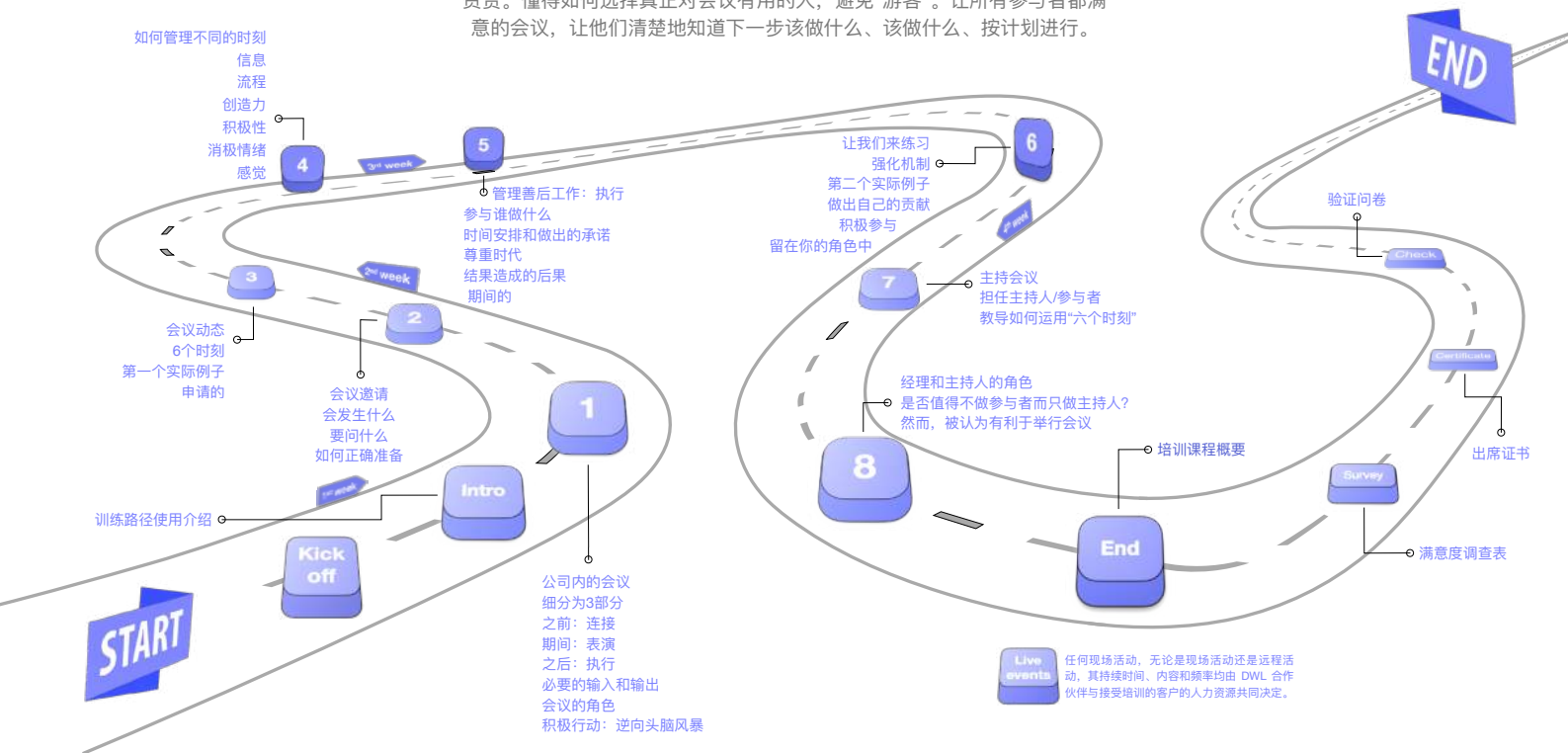
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决策会议

经理

成为有效和高性能会议的赞助者。懂得如何快速准备邀请函，受到与会者的赞赏。懂得如何选择真正对会议有用的人，避免“游客”。让所有参与者都满意的会议，让他们清楚地知道下一步该做什么、该做什么、按计划进行。



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经过一些按钮，
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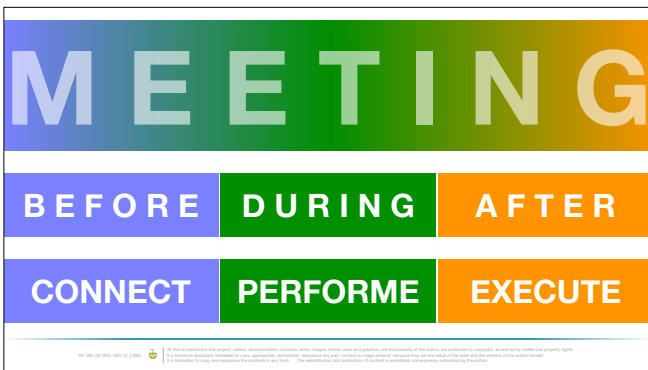
Slides



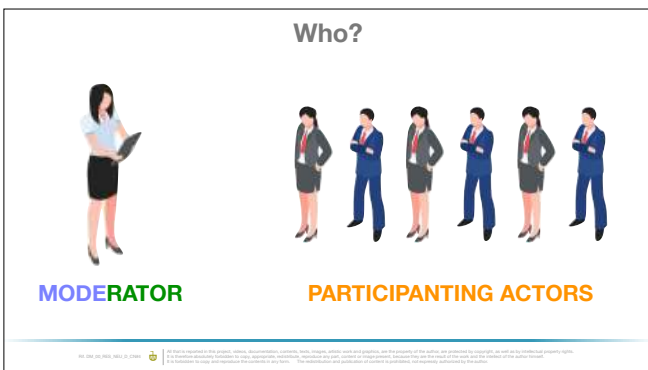
我们生活在一个互联的世界，会议是必要的，但往往要求过高。



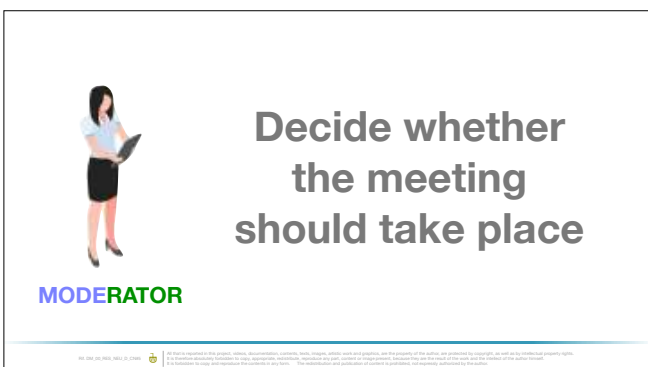
我们需要在会议上做出正确的决定，让相关人员在离开时清楚地了解如何采取行动。




决策会议由三个同等重要的部分组成：之前、期间、之后，分为连接、执行和执行。



谁将出席会议？



首先我们需要决定是否应该召开会议，我们可以通过以下方式验证这一点：



7Q

SEVEN
QUESTIONS

MODERATOR

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... 7Q：可以快速回答的简单问题。



How to
actively
involve?

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但如何让参与者积极参与呢？

REVERSE
BRAINSTORMING

ONE WEEK

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逆向头脑风暴

CONNECT

Objective:
Development "Help us to innovate"
Monday, March 20, 2024, h. 2.00pm
Meeting room 3 (2nd floor)

Structure and Timing
1. Needs analysis
2. Ideas analysis
3. Decision

Project

Objective

Moderator

Participants

Date/time

Location

Duration

Increase traffic on the website by 5%

A Yes/No decision on the development of the "Help us innovate" section

A. Miller

L. Smith, J. Brown, C. Bell

Monday, March 20, 2024, h. 2.00pm

Meeting room 3 (2nd floor)

60 minutes max

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有了适当的邀请...

CONNECT

Project

Objective

Moderator

Participants

Date/time

Location

Duration

Increase traffic on the website by 5%

A Yes/No decision on the development of the "Help us innovate" section

A. Miller

L. Smith, J. Brown, C. Bell

Monday, March 20, 2024, h. 2.00pm

Meeting room 3 (2nd floor)

60 minutes max

STRUCTURE & TIMING	LEAD	TIME
Introduction	A. Miller	5 min
Current situation analysis	J. Brown	5 min
Proposal Introduction to the proposed technology Reference market Costs	C. Bell	15 min
Pros and cons discussion session YES/NO decision on the proposal	Everyone	20 min
Any Action planner, timing, people involved and tasks	Everyone	10 min
Closing of meeting	A. Miller	5 min

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.....以及一系列细节

CONNECT

J. Brown

5 min

PERSONAL
PRE-WORK

C. Bell

15 min

Current situation analysis

Proposal
Introduction to the proposed technology
Reference market
Costs

必须提前联系一些人才能做出贡献。

MEETING

BEFORE

DURING

AFTER

CONNECT

PERFORME

EXECUTE

如何使其表现出色...

PERFORME

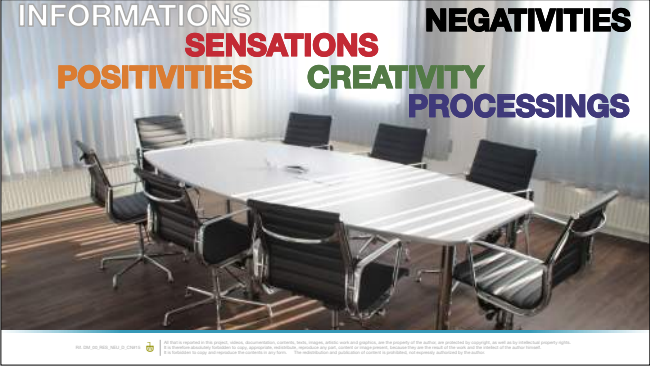
MEETING
DYNAMICS

通过会议动态.....

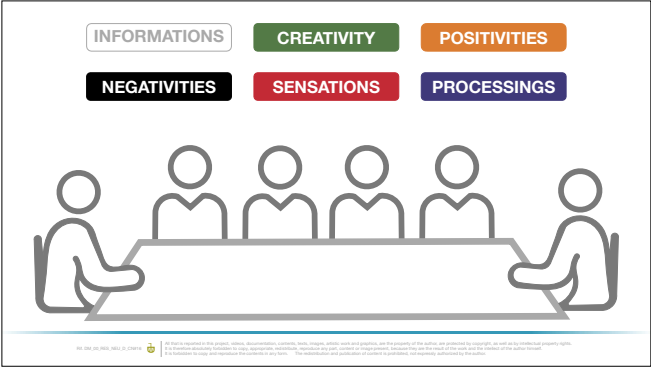
SIX MOMENTS
of a
MEETING

.....还有六个时刻。

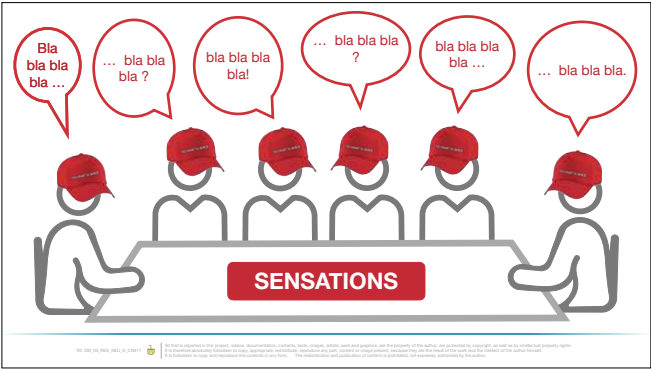
INFORMATIONS
SENSATIONS
POSITIVITIES
NEGATIVITIES
CREATIVITY
PROCESSINGS



它们在会议期间多次发生，对于成功至关重要：



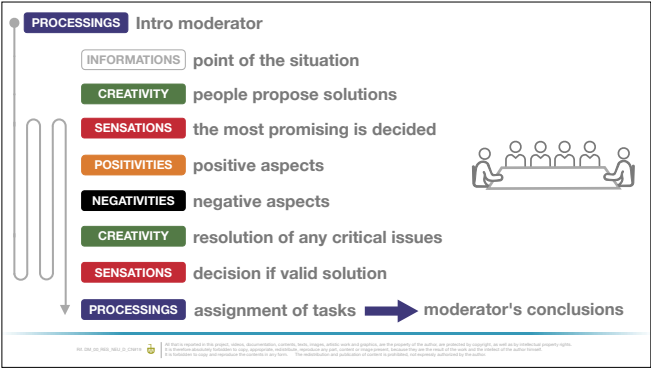
每个人都戴着相同“帽子”的共同思想时刻。



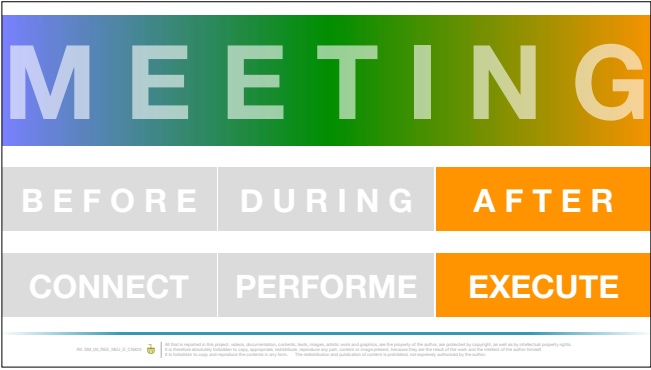
通过这种方式，会议的各个阶段得以加速，最重要的是实现了连贯和高水平的思考。



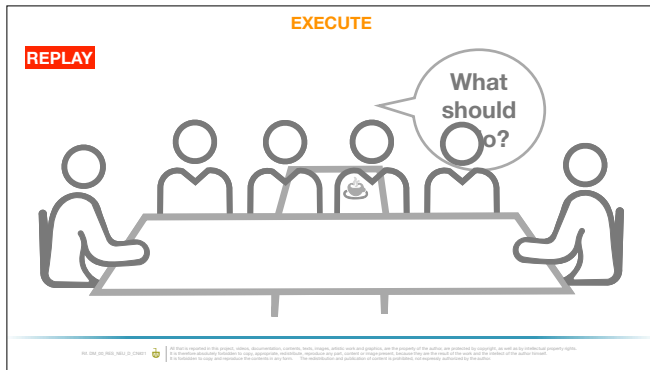
尊重会议开始时间是对自己 and 他人尊重的表现。



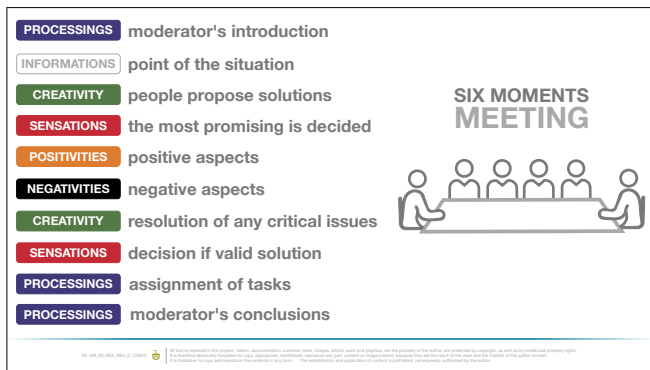
让我们一起看一个实际使用的例子。



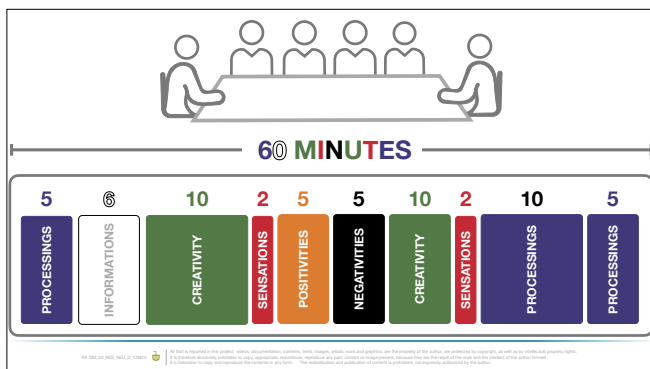
让我们一起看一个实际使用的例子。



会议结束后，每个参加会议的人都返回各自的职责。在某些情况下，有人可能会问“我现在应该做什么？”才能明白为什么我们必须回去



主持人定义了合理的时间...



.....基于会议的目标。

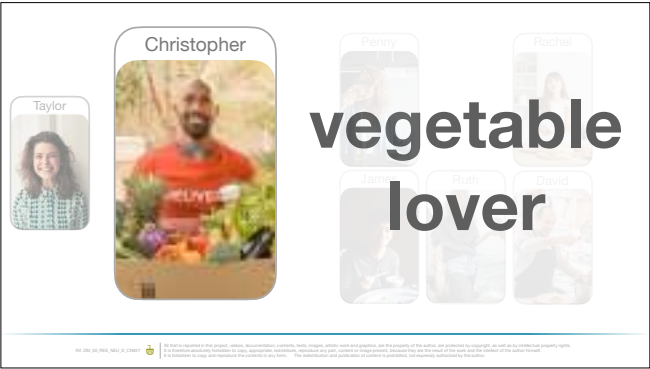


这就是为什么会议并不总是能达到预期效果的原因。

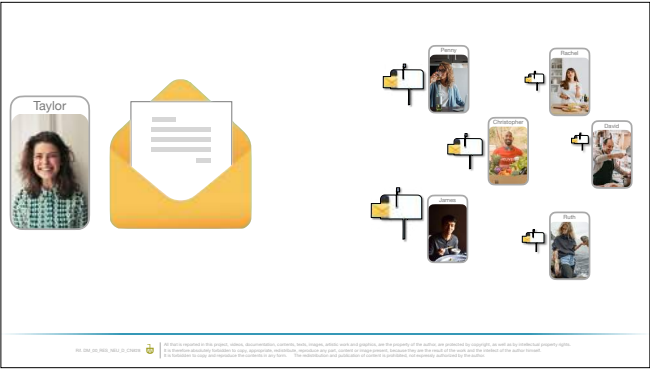




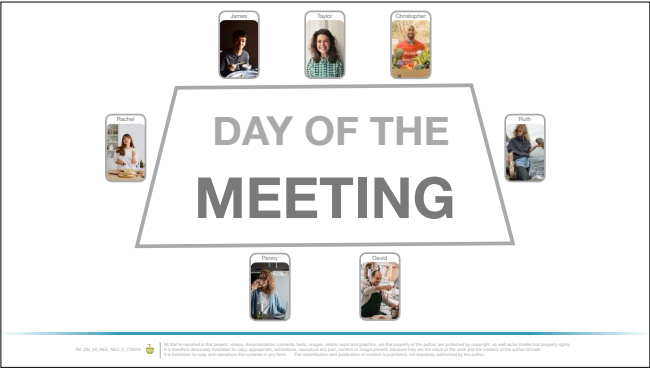
潘妮，葡萄酒专家



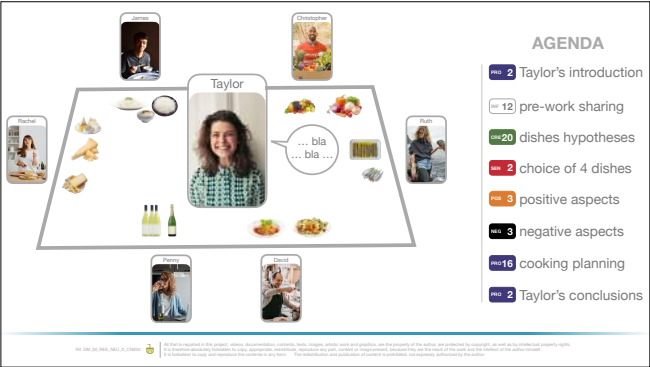
克里斯托弗，蔬菜和其他爱好者



泰勒发送了包含所有必要信息的邀请电子邮件



但让我们到会议那天吧



让我们逐步了解高性能会议的所有不同阶段



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and
intellectual
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