



结果

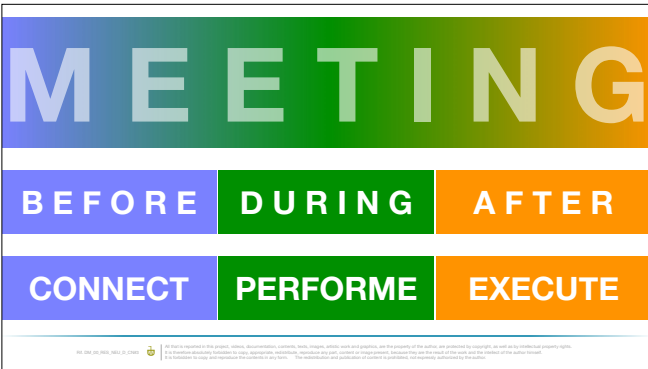
决策会议



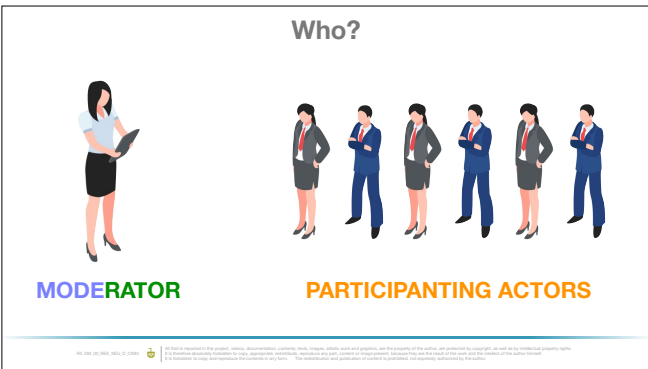
我们生活在一个互联的世界，会议是必要的，但往往要求过高。



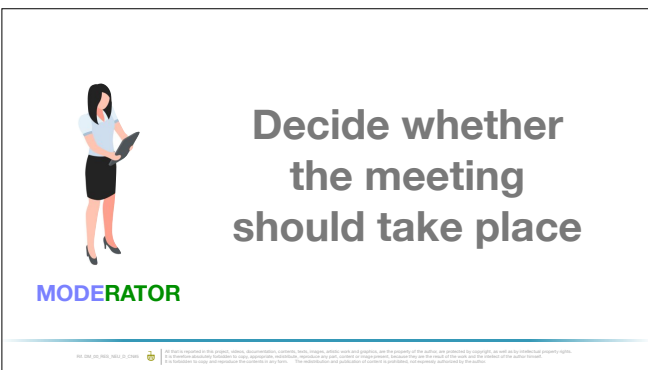
我们需要在会议上做出正确的决定，让相关人员在离开时清楚地了解如何采取行动。




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

Project Increase traffic on the website by 5%

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

Moderator A. Miller

Participants L. Smith, J. Brown, C. Bell

Date/time Monday, March 20, 2024, h. 2.00pm

Location Meeting room 3 (2nd floor)

Duration 60 minutes max

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

Structure and Timing

- Needs analysis
- Idea analysis
- Decision

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有了适当的邀请...

CONNECT

Project	Increase traffic on the website by 5%	Moderator	A. Miller
Objective	A Yes/No decision on the development of the "Help us innovate" section	Participants	L. Smith, J. Brown, C. Bell
		Date/time	Monday, March 20, 2024, h. 2.00pm
		Location	Meeting room 3 (2nd floor)
		Duration	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	C. Bell	15 min
Reference market		
Costs		
Pros and cons discussion session	Everyone	20 min
YES/NO decision on the proposal		
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



Current situation analysis

**PERSONAL
PRE-WORK**

C. Bell
15 min



Proposal
Introduction to the proposed technology
Reference market
Costs

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必须提前联系一些人才能做出贡献。

MEETING

BEFORE	DURING	AFTER
CONNECT	PERFORME	EXECUTE

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如何使其表现出色...

PERFORME

MEETING
DYNAMICS

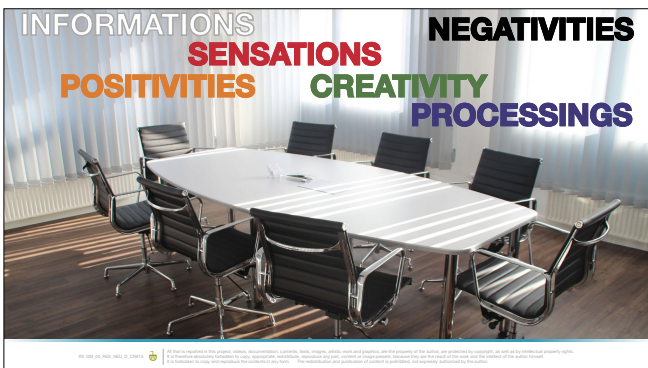
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通过会议动态.....

SIX MOMENTS
of a
MEETING

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.....还有六个时刻。



INFORMATIONS

NEGATIVITIES

SENSATIONS

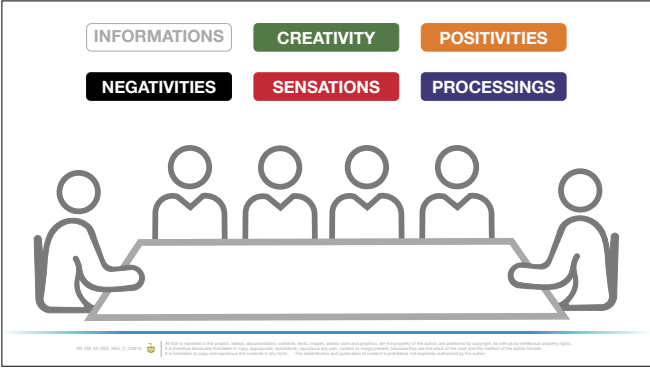
CREATIVITY

POSITIVITIES

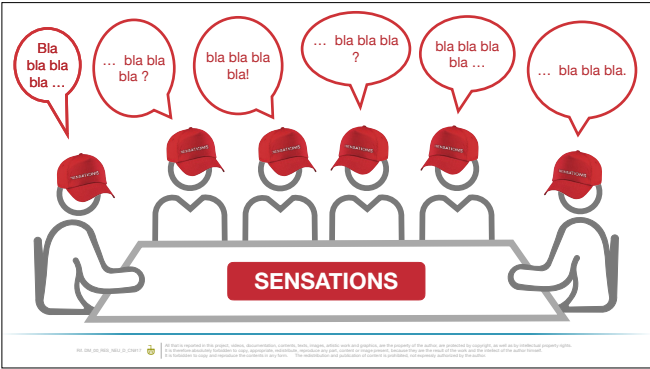
PROCESSINGS

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它们在会议期间多次发生，对于成功至关重要：



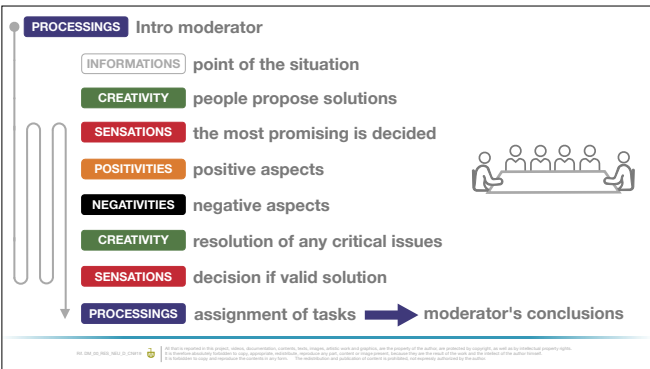
每个人都戴着相同“帽子”的共同思想时刻。



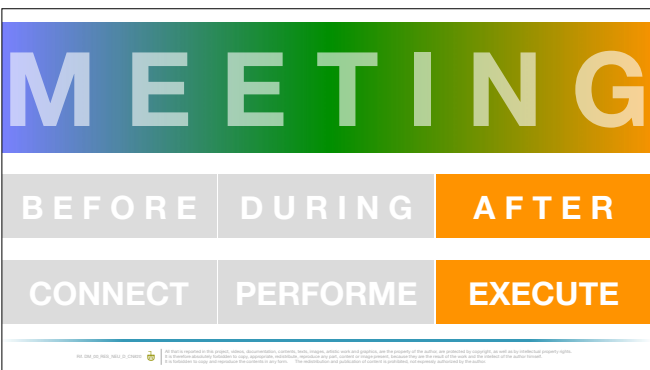
通过这种方式，会议的各个阶段得以加速，最重要的是实现了连贯和高水平的思考。



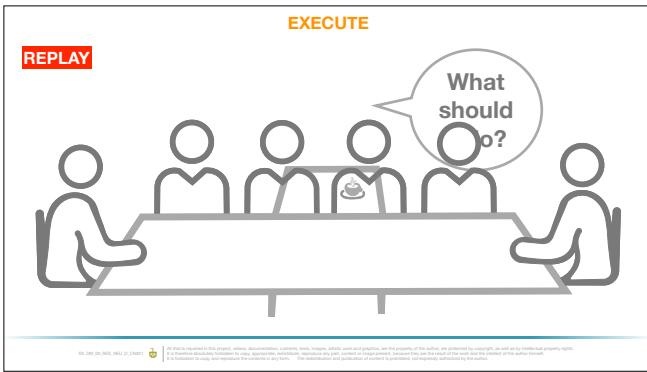
尊重会议开始时间是对自己 and 他人尊重的表现。



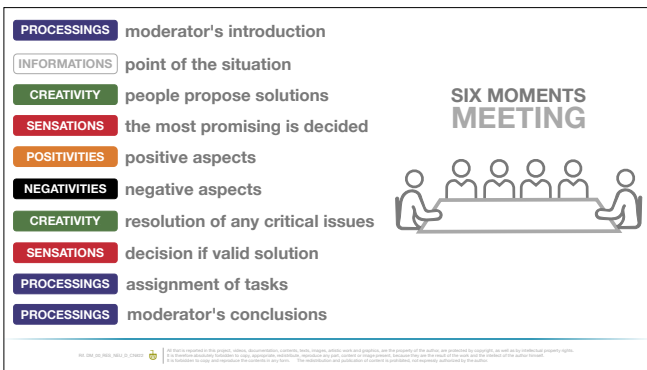
让我们一起看一个实际使用的例子。



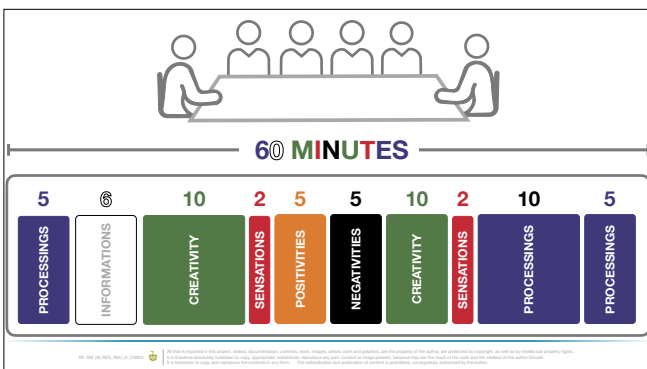
让我们一起看一个实际使用的例子。



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。



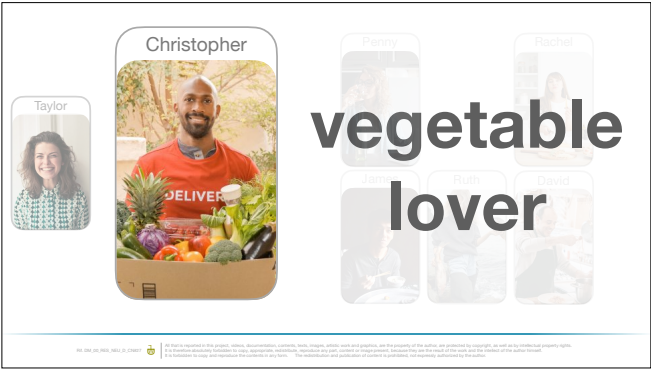
这就是为什么会议并不总是能达到预期效果的原因。



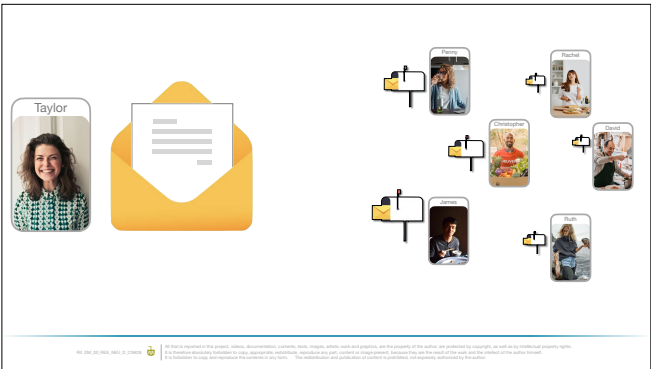
为了一起练习，让我们想象一下我们要组织一顿晚宴。我们需要谁？



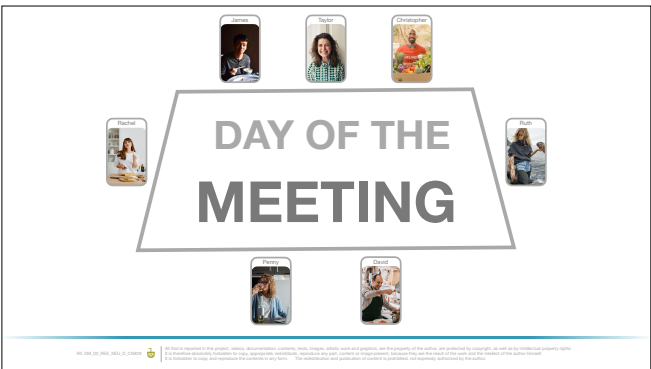
潘妮，葡萄酒专家



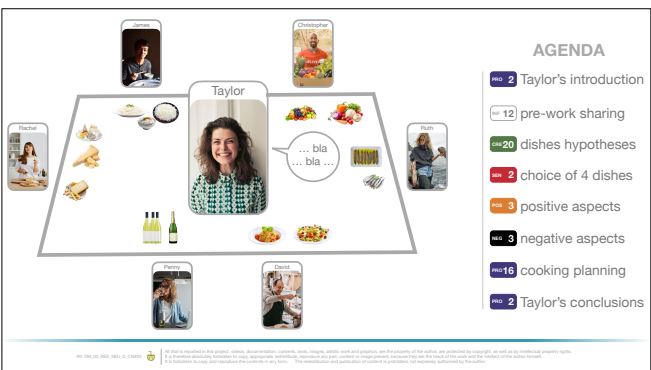
克里斯托弗，蔬菜和其他爱好者



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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