



# परिणाम

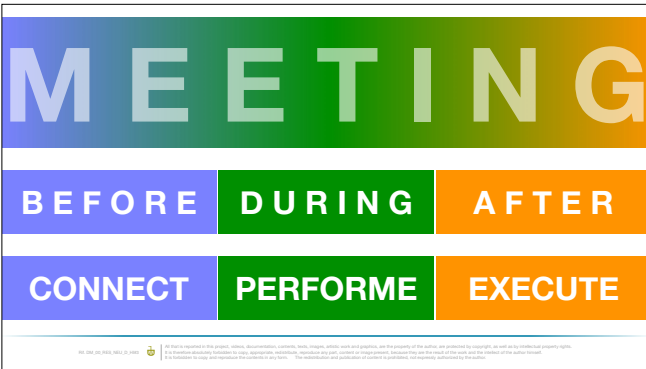
निर्णय बैठकें



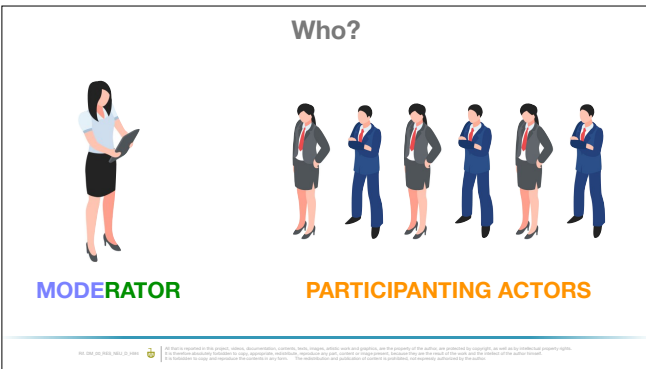
हम एक जुड़ी हुई दुनिया में रहते हैं, जहां बैठकें आवश्यक हैं, लेकिन अक्सर अत्यधिक मांग वाली होती हैं।



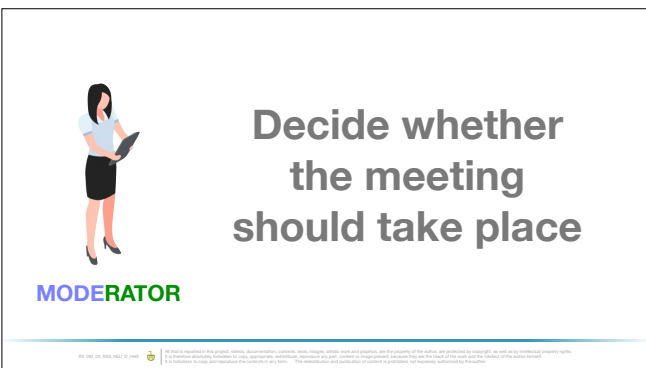
हमें ऐसी बैठकों की आवश्यकता है जहां अच्छे निर्णय लिए जा सकें, जिससे शामिल लोगों को यह स्पष्ट समझ आ सके कि कैसे कार्य करना है।



निर्णय लेने वाली बैठक समान महत्व के 3 भागों से बनी होती है: पहले, दौरान, बाद में, कनेक्ट, प्रदर्शन और निष्पादन में विभाजित।



बैठक में कौन मौजूद रहेगा?



पहले हमें यह तय करना होगा कि बैठक होनी चाहिए या नहीं और हम इसे सत्यापित कर सकते हैं...

...7प्रश्न: शीघ्रता से उत्तर देने योग्य सरल प्रश्न।

**7Q**  
SEVEN QUESTIONS

**MODERATOR**

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लेकिन प्रतिभागियों को सक्रिय रूप से कैसे शामिल किया जाए?

**How to actively involve?**

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उलटा विचार-मंथन

**REVERSE BRAINSTORMING**

**ONE WEEK**

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उचित निमंत्रण के साथ...

**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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...और विवरणों की एक श्रृंखला

**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
<b>Introduction</b>	A. Miller	5 min
<b>Current situation analysis</b>	J. Brown	5 min
<b>Proposal</b>		
Introduction to the proposed technology	C. Bell	15 min
Reference market		
Costs		
<b>Pros and cons discussion session</b>		
<b>YES/NO decision on the proposal</b>	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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**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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कुछ को अपना योगदान देने के लिए पहले से संपर्क करना होगा।

MEETING

BEFORE	<b>DURING</b>	AFTER
CONNECT	<b>PERFORME</b>	EXECUTE

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इसे परफॉर्मेंट कैसे बनाएं...

PERFORME

MEETING  
DYNAMICS

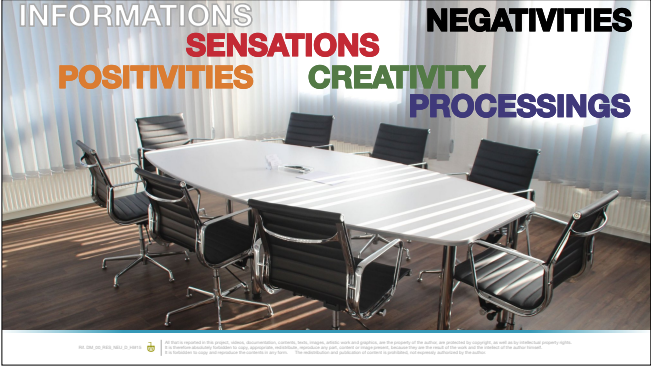
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बैठक की गतिशीलता के माध्यम से...

SIX MOMENTS  
of a  
MEETING

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...और छह क्षण.



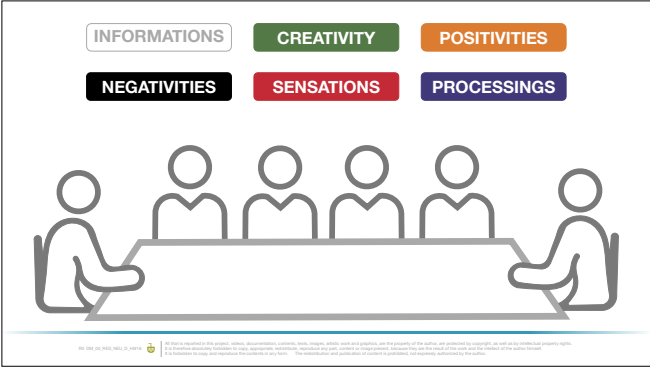
INFORMATIONS
NEGATIVITIES

SENSATIONS

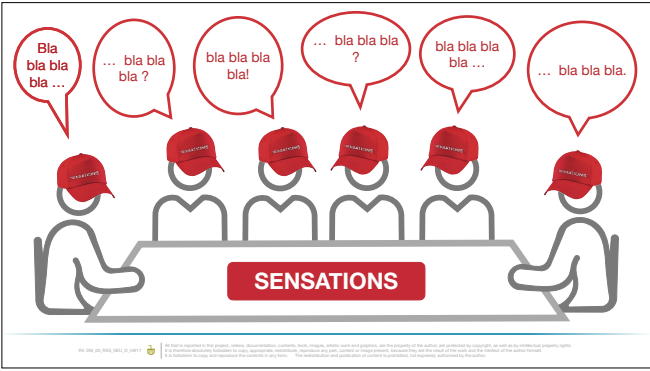
POSITIVITIES
CREATIVITY
PROCESSINGS

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वे बैठक के दौरान कई बार होते हैं और सफलता के लिए महत्वपूर्ण हैं:



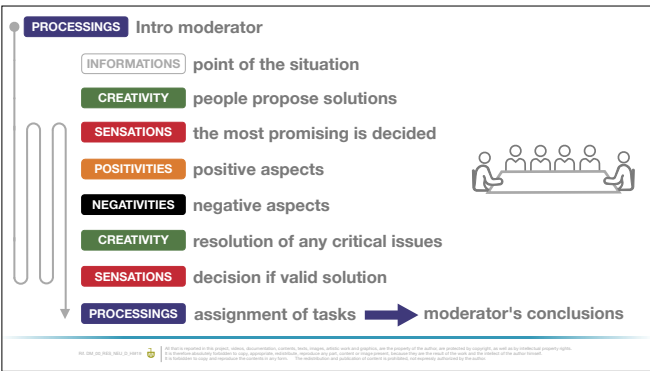
सामान्य विचार के क्षण जहां हर कोई एक जैसी "टोपी" पहनता है।



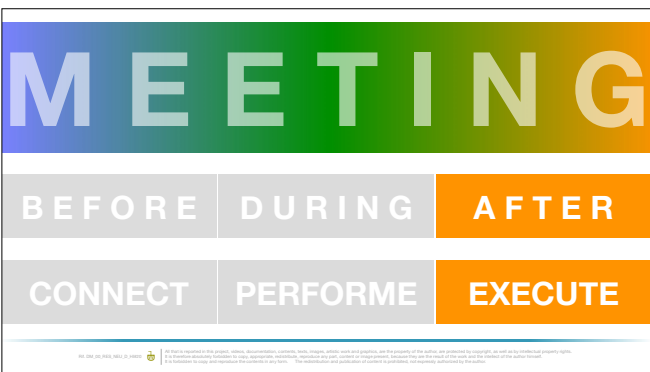
इस तरह बैठक के चरण तेज हो जाते हैं, और सबसे बढ़कर एक सुसंगत और उच्च स्तर की सोच हासिल होती है।



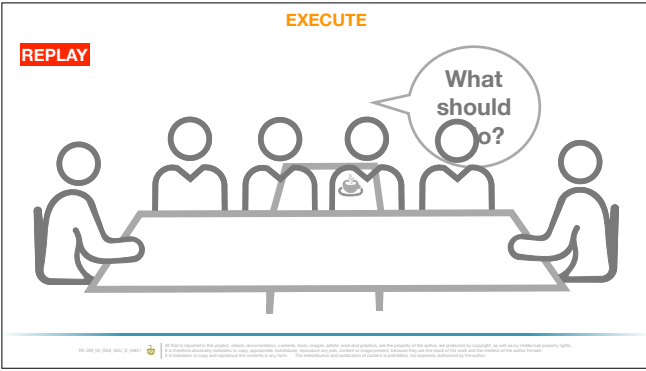
बैठक के आरंभिक समय का सम्मान करना अपने और दूसरों के प्रति सम्मान का प्रतीक है।



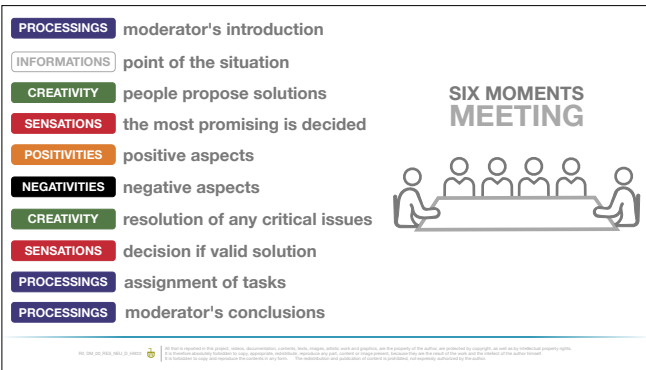
आइए एक साथ व्यावहारिक उपयोग का एक उदाहरण देखें।



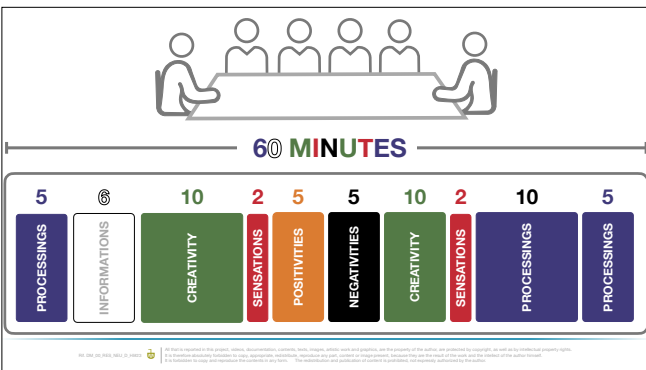
बैठक के बाद का हिस्सा सफलता के लिए तीसरा महत्वपूर्ण तत्व है।



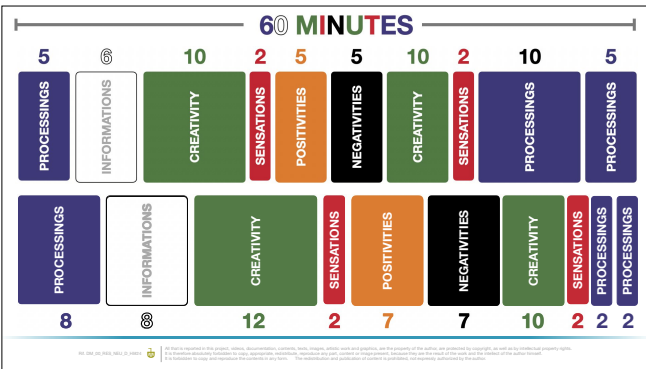
जब बैठक समाप्त हो जाती है, तो उपस्थित प्रत्येक व्यक्ति अपने कर्तव्यों पर लौट आता है। कुछ मामलों में, कोई यह प्रश्न पूछ सकता है, "अब मुझे क्या करना चाहिए?" यह समझने के लिए कि हमें वापस क्यों जाना होगा



मॉडरेटर उचित समय को परिभाषित करता है...



...बैठक के उद्देश्य के आधार पर।



यही कारण है कि बैठक हमेशा अपेक्षित प्रदर्शन देने में सफल नहीं होती है।



एक साथ अभ्यास करने के लिए, आइए कल्पना करें कि हम एक रात्रिभोज का आयोजन करना चाहते हैं। हमें किसकी आवश्यकता होगी?

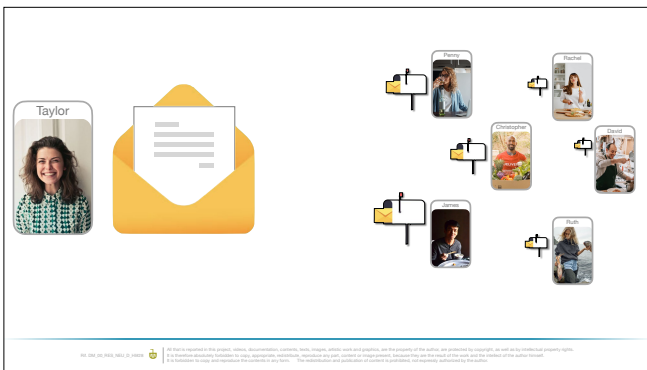
पेनी, वाइन विशेषज्ञ



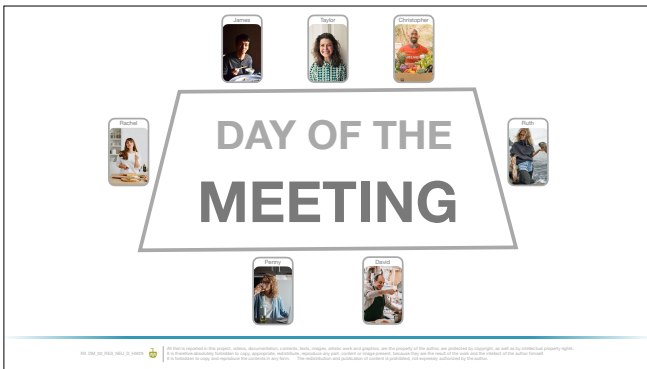
क्रिस्टोफर, सब्जियों और अन्य का प्रेमी



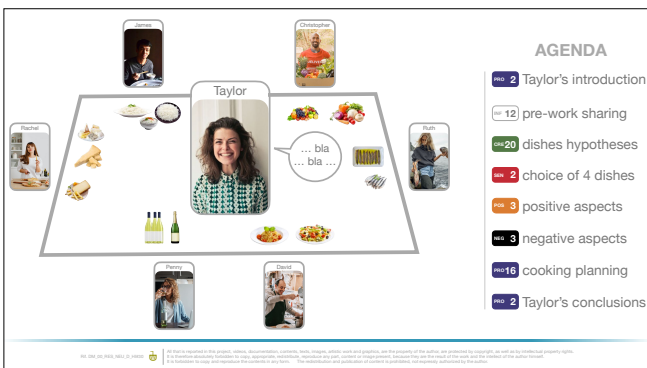
टेलर ने निमंत्रण ईमेल भेजा जिसमें सभी आवश्यक जानकारी शामिल है



लेकिन आइए बैठक के दिन पर आते हैं



आइए उच्च-प्रदर्शन मीटिंग के सभी विभिन्न चरणों को चरण दर चरण देखें





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