



# Business meeting the USA

Negotiations are by a basic method to  
get  
from other people what want, other  
business is turns out?



Meetings come in all shapes and sizes. There are the everyday office meetings, board meetings, seminars -- all the way up to major conferences.



Meetings can now be:

- face-to-face
- teleconference
- videoconference
- online via the Internet



**Business negotiations (business meeting)** are a search of methods and affecting ways the decision accepted by a partner

Direct preparation of the business meeting includes determination of her aim, preparation of plan usually realizations, prognostication of results taking into account aims and features of partner.



# Some techniques to ensure better business meetings:

- **Be prepared.** Meetings are work, so, just as in any other work activity, the better prepared you are for them, the better the results you can expect.
- **Have an agenda.** An agenda — a list of the topics to be covered during the course of a meeting — can play a critical role in the success of any meeting.
- **Start on time and end on time.** Everyone has suffered through meetings that went waybeyond the scheduled ending time.



- **Have fewer (but better) meetings.** Call a meeting only when it is absolutely necessary
- **Include, rather than exclude.** Meetings are only as good as the ideas that the participants bring forward



– **Get feedback.** Every meeting has room for improvement. Be sure to solicit feedback from meeting attendees on how the meeting went right for them — and how it went wrong

– **Maintain the focus.** Meetings can easily get off track and stay off track. The result? Meetings do not achieve their goals

– **Capture and assign action items.** Unless they are held purely to communicate information, or for other special purposes, most meetings result in action items, tasks, and other assignments for one or more participants



Thank you dear colleagues

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