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**Question No : 1**

Elucidate the important components of Agenda?

**Answer** :

First, Agenda is a meeting designed to create all important and relevant points to be dealt with proper time and order. It informs all the relevant people in the meeting to prepare themselves for the purpose of meeting. This actually prepare them from the beginning so they can make good contribution during the agenda. Similarly, not having an agenda is like starting a journey without a clear destination. You know where you started from but you don’t know where you are going. So agenda keep us on the right track. Finally, Any meeting we plan should help us decide important such factors. The important components of agenda are follow as:

Components of Agenda

1. **Early creation of Agenda**

We all know that time is money so its really important for a company or an organization success that all of its matter need to be dealth with punctuality.Furthermore, the agenda need should be created earlier, it can be days or weeks depends upon the day the agenda is scheduled. The benefits will be it will give the participants enough time to create a professional documens and make changes if needed.

1. **Define meeting objective**

It will provide an outline or an overview of all the important things that will be discussed in the agenda. Similarly, the objective of the meeting will be to answer questions like “What is the purpose of this agenda? What do we hope to achieve from it”? It should be said in the beginning of a meeting to keep the people focused if meeings starts to get boring. It should be written at the top below meeting title.

1. **Prioritize agenda itmes**

In addition, as things are outlined to be discussed, they should be arrange in top priority, medium priority and least priority headings. So most important stuff are discussed first in the meeting followed by medium and later on followed by least one if time doesn’t runs out. Finally, the importance of this kind of format is even if times run out important items are not missed.

1. **Break down agenda topics into key points**

It is acutally a more detail version of agenda outline that further breaks topics into details so the participants involve can see the important issues. It can save time by directing the attention of particiipants as they don’t need to remind it.

1. **Allocate and Keep time**

Time should be allocated and kept from the beginning to the end will really look professional and respectful. Furthermore, time allocation is necessary because it shows that pariticipants time is valuable. Maximum time should be allocated to each and every agenda and one need to stick with it. It will be one of the most crucial step in productive meeting.

1. **Inform and guide the member before the meeting**

We know that agenda have to be made before the scheduled meeting day. It’s also really important to share that agenda with team member before the meeting, that way it will help what to expect during the meetintg. It can be a day earlier or few hours earlier depends upon the complication of agenda involved. You don’t want to be the person who asks someone to explain what the meeting is about when you sit down.

 **7) Indicate whether agenda items require a decision.**

Some of the items that will be going to get covered during a meeting may include some important discussions or problems that need to be solved or voted on. So in order to make a smooth transition make sure to clearly describe this in your agenda so that participants know whether they will be part of the decision-making process or not.

 **8) Responsibility for presentation of topic**

Its important for participants to know there responsibility and roles so the process of meeting can go without any hurdles and obstacels.

 **9) Review for meeting**

At the end of your agenda, include some points for evaluating the meeting to improve this method in the future. This can also be a time for participants to get clarification on any issues raised during the meeting or to introduce new topics for the future meetings

**Question : 2**

List top three factors that are important for successful business meeting. Why do you think they are Top 3 ?
**Answer :**

 The top three factors that are the most important for successful business meeting are follow as:

1. **Assign Pre-Work for overall engagement**

Likewise with technology and the opportunity for video conferencing, we are using these whenever possible So social networking have really make assignment of pre-work easy by managers. Assigining pre-work these days is really important as it engages employee for the upcoming meeting. They will not be confused and will be ready to provide suggestions, solutions and other alternatives when aksed during the meeting.There truly is no better factor than pre-work assignment as it is a great opportunity for those employee who are looking for promotion. So they need to do there homework well before the meeting and that way they might impress there boss by giving good and effective answers based on facts and figures. However, it will give them attention from there boss and might get promoted.

1. **Adopt an everyone plays mentality**

In a long buissness meeting like 2 hours it can get boring easily if only one person is talking for the rest of two hours. An effective solution will be divide that roles and topics among each participants like a team work. So if a participant lose there focus on another topic at least they will pay attention to the topic that is assigned to them in a group. With this new responsibility they will become more confident and aware of there role in the meeting.

1. **Invite few People**

Its really important to invite few and the right kind of people to the meeting to save time. If there are people in the meeting who really are not essential and are not contributing then you are not utilizing their time at the highest level. Chances are this kind of disconnect slows down the progress and efficiency of the meeting. Finally, It allows us to spend more time on important meetings compared with non-important ones.

**My personal point of view**

First of all I think they are the most important ones as assignment pre-work is necessary . In addition, you will end up with clueless participants who will have no idea about the meeting and will be asking from one another about the purpose of business meeting . This way they will not interact and engage mentally when the meetings starts. There will be so sign of team work due to absence of pre-work assignment provided by the manager. Second, the adoption of everyone plays mentality will also not work as there were no roles, responsibilities assigned by the managers. So what will happen only the presentator of the meeting will be talking for the next one or two hours because he didn’t asign any roles so it will be along boring meeting and the participants will be feeling lethargic and drowsy. Last, you need to get the right kind of people to avoid crowding. Its crucial to eliminate people who serve no purpose in meeting as a lot of time will be wasted on unwanted people in a meeting. The meeting will be specific and precise to the point with few right kind of paticipants.

**Question : 3**

Write a Ten lines article on How to motivate your Team ?

**Answer :**

 Motivation is a big part of leadership which often get ignored and overlooked. Simultaneously, motivation a team is a non-stop challenge and a top priority for someone to make there organization successful. It also separates a leader as a great leader is always great in motivating his teams and keep their spirits high. In order to motivate your team it is always important to set realistic goals. Well define goals that are time specific, measurable and most importantly obtainable. This goal can be divided into mini-goals and each time they will know how can each mini-goals be accomplished and integrated in the end to achieve that main goal. Second, the involvement of constant feedback is another way to motivate your team. So being disconnected from your team members and not giving them feedback will absolutely make them feel demotivated. So a responsible team leader have to become more accessible by providing honest and frequent feedbacks to his team members. Similarly, team members needs to be admired for their efforts if they are doing a good job and it’s the only procedure where team members can share their thoughts among themselves and with the team leader.

**Question : 4**

What should you do in a Job interview ?

**Answer :**

Job interview is really an important part of person’s professional life. Likewise, it will be the beginning of a new carrier. So you need to prepare for such a big day of your professional interview. There are certain tips that you'll get through and pass the big interview with flying colors. Whether you have a mock interview, or are starting to prepare for your professional career, practice these tips to properly prepare for the interview day. These tips are follow as

1. Be punctual by arriving 10 minutes early to the interview to give you enough time.
2. Dress professionally by wearing business attire, suites, or a formal dress for men and women accordingly.
3. A good smile is a sign of positive attitude which shows that you want other people to know you.
4. Body language include sitting straight, keeping you feet firmly flat, making eye contact with the interviewer, keeping straight posture and avoid making too many gestures with your hands.
5. The American business handshaking should be used by having your hands parallel to the floor and thumbs pointing to the ceiling. Furthermore, wrap your finger and thumb around your partner hands gently and shake 3-4 times. The space should be about two feet and never put your other hand in pocket while shaking.
6. Buissness greetings should be done with honorific(Mr. Ms. Mrs. and etc) and there last name.
7. Names should be used when you meet and say good-bye to interviewers
8. The room talk is followed by shaking hand, and sit down when instructed to do so. Don’t place an any items on the table and make sure to sit straight on the chair.
9. Turn your cell phones off.
10. Keep a final smile at the end of interview by shaking hands and making eye contacts. Finally say thank you by leaving the room

The End