*Noman saddiqui*

*Id 16598*

*English final term*

*Answer 2*

*Meetings are essential and critical for task management and team development. But it depends on the leadership how to make it successful and how to run the show.*

*There is top three 3 factors that are successful business meeting:*

1. *Clear and concise agenda of meeting*
2. *Starting and Finishing Time*
3. *Action items*

*1:Clear and concise agenda of meeting*

*Focus on a one-sentence description of the meeting goal or objectives with a list of the topics to be covered. Each topic should include a concise description of the issue, responsibility, status, dates. Agenda shall be distributed to the participants well in time to get involve the parties for any feedback, updates or addition in the agenda from members. Agenda is the key to success of the meeting. If the agenda is complicated and detailed, it will lose the interest of the participant which leads to complicate the issues.*

*2: Starting and Finishing Time*

*I think time is second key to the successful progress meeting .Make your that meeting starts and end on the specified time with smiles and aggressive environment.****Don’t run over.****Time is precious and not for wasting. There is nothing more frustrating than people turning up 15 minutes after the scheduled start time and the meeting running over by 30 minutes. Make sure that it is clear to everyone that you will be starting and finishing on time. Good leader is the one who arranged his agenda to cover in the specified time frame.* ***A meeting is an event at which the minutes are kept and the hours are lost.***

***3:******Action Items*** *Action items shall be clearly marked and assigned to the participant. Agreed action plan shall be distributed to the participants and continuous follow up of the action items will make easy to monitor the project performance and result oriented meeting.*

*Answer 4*

*Job interview:*

*1:Arrive 10 minutes early.*

*2:Introduce myself to the receptionist.*

*3: sit at attention in the waiting area.*

*4:Don’t forget the little things shine shoes, make sure nails are clean and tidy, and check clothes for holes, stains, pet hair and loose threads.*

*5:Smile throughout on face its shows confidence. It invites others to get to know you.*

*6:Body language is most important. It says a lot about our self .*

*7:Sit correctly, and plant your feet firmly.*

*8:Don’t use too many hand gestures.*

*9:Make eye contact.*

*10:Stand for a handshake.*

*11:Never have left hand in a pant pocket when shaking hand.*

 *12:Use name when meet and say good bye to interviewers.*

*13:When introduce myself I use my first and last name.*

*14:  Research the industry and company in which my interview.*

*15:Prepare for common interview questions.*

*Answer 1:*

*Important components of Agenda:*

*The agenda communicates important information to all attendees. For instance, everyone will know what topics will be discussed, who will be the leader and how much time the meeting will take.*

*Create agenda early:*

*Don’t wait until the last minute to start writing an agenda. Getting started well before a meeting give time to create a professional document and make any needed changes based on feedback from team members.*

*Basic information:*

 *Like the location, names of expected participants, date, start time and end time of the meeting. Even better estimate the amount of time necessary for each agenda item and stick to it .*

*Leave time for meeting review:*

*At the end of agenda include space for evaluating the meeting to improve the process in the future. This can also be a time for attendees to get clarification on any issues raised during the meeting or to propose topics for the next meeting*

*List who is responsible for presenting a topic:*

 *Meeting attendees should have clear roles and responsibilities to keep the process running smoothly.*

*Inform members on how to prepare for the meeting:*

 *Sharing an agenda with team members in advance not only lets them know what to expect during the meeting, but can also describe any preparation needed.*

*Break down agenda topics into key points:*

*Creating a more detailed outline that breaks up agenda topics into multiple items for consideration helps attendees see the key issues. This allows for a more focused discussion and can save time.*

***Propose a process for addressing each agenda item:***

*The process identifies the steps through which the team will move together to complete the discussion or make a decision. Agreeing on a process significantly increases meeting effectiveness, yet leaders rarely do it. Unless the team has agreed on a process, members will, in good faith participate based their own process.*

*Prioritize meeting agenda points*

*When creating list of meeting agenda points, make sure that prioritize list of topics from most important to least important. This way will make sure all the important topics are handled and accomplished.*

*Answer 3:*

*1. “Thank you”*

*Showing gratitude to your team shows them that they are not just another wheel in the cog, but a really important member of the team. Make sure you actually say “thank you” to your team once in a while or after a big project. It doesn’t have to be a super grand gift or a lavish meal out for the team that shows how much you appreciate their work.*

*2. “What do you think?”*

*Just because you’re the boss or a manager, it doesn’t mean you know everything. Asking your team and employees for their own opinions will not only expand your knowledge but also show them that their opinion matters.*

*3. “That’s great!”*

*If you are in a meeting and a team member comes up with a great idea, actually telling them that it’s great will not only boost their morale, and that of team’s, but it will also foster a very positive and open environment. It may even prompt more people to share their ideas with the team.*

*4. “Can I help?”*

*There are hundreds of differences between a leader and a boss. One that I think is very important is the idea that the leader should be involved with tasks that the team are doing and vice versa. If the team is struggling to meet a deadline or having trouble with a certain client, a good boss gets his hands dirty and helps them out.*

*5. “You’ll do great”*

*Showing that you have a little faith in your team can boost morale tenfold. If there’s an important pitch or project that’s coming up, show your confidence in the team by telling them you believe in them.*

*6. “We” not “I”*

*When it comes to your team, if you are a good leader you will naturally think of yourself as a member of the same team as them. You should always remember that it’s not good to drive employees through fear or leadership. Your employees should get on with you and be inspired by you. Inclusive language should be used to create the feeling that everyone is in the same boat, together!*

*7.  Let Them Know You Trust Them*

*If you let them know you trust and depend on them, they will fill those shoes sooner than you think.*

*8. Let Them Lead*

*Motivating employees is not just about giving them vacation time it's about showing them they make a difference and are valued. Every time we have a meeting, whether large or small, we let a different team member lead the conversation and the topics discussed. Not only can they share their opinions and be heard this way, but they are motivated to make their words and ideas happen afterwards.*

*9.* ***Treat them with respect.***

*Just treating your employees like they are intelligent adults can help.*

***10. Pay them more:***

*Ultimately, the most effective motivator of all is money. People do their jobs for the pay they receive in return. Of course, it won’t always be possible to increase salaries — but if you really need to raise morale, raises are the best strategy.*