

Presentation

{ Toktassynova Guldana
Customs-443

Schedule a business
meeting



Any business discussion, negotiation or public speaking requires careful planning.

So it's best before an important conversation to make a written plan, and in some cases even the dialogue scenario in which you can mark important moments for myself, to predict the course of current negotiations, as well as consider their actions in case of an unexpected turn of conversation.

Negotiators have to take many important decisions to harmonize the conditions of the deal, which largely depends on the organization's profits and further action on the organization and its management.



In fact, the negotiations had every man, but among us there are people for whom this is a professional necessity. Negotiations - an important part of the work of managers on organization management, personnel, and many other corporate employees who hold responsible positions. They were in this matter by true professionals, but when two professionals met at a business meeting, success is always on the side of the one who is better prepared for the process of interpersonal communication, but it is entirely depends on the person.



The next step will be the selection of the planning meeting time and place. Of course, you want to make an appointment at a time when all the participants can come



Agenda - one of the main documents required for meeting planning. It should clearly and concisely state the purpose of the meeting schedule of the participants and key discussion points, as well as specify a time frame.

Developed effective communication skills plus a well-compiled plan will allow employees of organizations in all interpersonal communications to the occasion.



Thank you for attention!!!