



Tool #11 - Part B

How to Make an Impact at Meetings

Part B Includes:

Top 7 Key Points

2 Week Progress Report

Final Progress Report

(Part B is a Review and Follow Up from Part A)

Customer Support: Harriet@ConfidenceCenter.com
www.ConfidenceCenter.com

Employee Success Toolkit
Tool #11 - Part B
How to Make an Impact at Meetings

In part A you learned many ways to make an impact at meetings. Part B will help you review and record your progress.

Top 7 Keys to Make an Impact at Meetings

Meetings are necessary so that you can discuss problems and brainstorm solutions with other participants. Meetings are also where you can find out what's going on in your organization, where you can get connected with people and where you can have them see you in a valuable way.

1. Determine before the meeting what is going to be discussed and what the goals for the meeting are.
2. Think ahead about ways you can contribute to the meeting and what important message you want to get across.
3. Attend the meeting with an attitude of participation. Arrive at the meeting a few minutes early so you can settle down and think about the positive aspects of being at the meeting.
4. If you want people to listen to what you have to say, you must be attentive and interested in the meeting's agenda.
5. Two ways to deliver your message at a meeting are to answer a question and then make a smooth transition to your topic, or respond to a statement someone else has made and then adding that you would like to make another important point.
6. After a meeting is over, it is important that you follow up by doing what you have promised. This will give you a reputation for being trusted with responsibility.
7. After the meeting is over, follow up with ideas you may have had after the meeting and follow up with the relationships with other participants.

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Tool #11 - Two Week Progress Report

How to Make an Impact at Meetings

Name _____ Date _____

Look at the goals that you set in part A of this lesson.

What have you done so far to reach your 3 main goals?

1. _____

2. _____

3. _____

What will you do in the next 2 weeks toward reaching your goals?

1. _____

2. _____

3. _____

Make a copy of this to give to your supervisor, and keep one for yourself.

Post your goals in your workplace where you can easily see them.

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Tool #11 - Final Progress Report *How to Make an Impact at Meetings*

Name _____ Date _____

What progress have you made towards achieving your 3 main goals?

1. _____

2. _____

3. _____

How have your improved skills made a difference at work?

1. _____

2. _____

3. _____

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Additional Resources

All are available on The Confidence Center Web at
www.ConfidenceCenter.com

Free Resources

Email Newsletter:

Employee Morale and Confidence Tips

It has creative ideas you can use every week to keep up morale.

Sign up for Free at www.ConfidenceCenter.com

Assessments:

Are you happy at work? Take the [Employee Morale Assessment](#)

How confident are you? Take the [Confidence Quiz](#)

Articles and Past Newsletters

Calendar of Special Days:

Special days you can celebrate for every month of the year.

Fun Zone:

Jokes, cartoons, and more - when you just need a break.

Coaching:

Telephone coaching by our certified professional coach. To get one *free* coaching session.

Details at <http://www.confidencecenter.com/serv06.htm>

Low Cost Resources

Products:

Books, eBooks, videos, and other products to make you more successful at work.

Seminars:

We offer in-house seminars, customized for your company or organization.

Tele-seminars:

Telephone seminars on employee morale and employee performance. These will be announced in our newsletter and on our web.