

Organizational communication

Business



Organizational Communication al Affiliation) I felt most satisfied with a certain meeting I attended, where all participants were actively involved. There were interesting presentations and it was evident that the presenters had prepared and mastered their background material prior to the meeting. I usually find organized meetings productive.

I often feel dissatisfied with ineffective corporate meetings that consume many resources. I never enjoy when the objective or the agenda of the meeting is not properly stated, which could lead to a disaster after the meeting. Moreover, I almost never like meetings, where there is too much motion, as it leads to disruptions.

I usually consider the basics of a successful meeting such as arriving in time before the commencement of the meeting. Almost always, I take my time to find the agenda of the meeting, in order to conversant with the objectives of the meeting. Often, a meeting that does not have a good agenda is like the preparation of a meal without a recipe. I almost never walk out of a meeting before its conclusion, because this could be a disruption (Elmhorst, Adler, & Lucas, 2013). Moreover, I could miss important information on the meeting. Furthermore, I never enjoy impulsive participants, as they are usually attention seekers.

If I were to facilitate a meeting, I would implement certain guidelines such as determining the reason and need for holding a particular meeting. I would also incorporate the kind of people expected in the meeting and determine their roles. I would also determine the goals to be achieved by the end of the meeting. Lastly, I would plan on effective ways that could lead to the achievement of the desired outcome.

Reference

<https://assignbuster.com/organizational-communication-essay-samples-2/>

Elmhorst, Jeanne Marquardt; Adler, Ronald; Lucas, Kristen (2013).

Communicating at Work: Principles and Practices for Business and the Professions, 11th edition (Page 188). McGraw-Hill Higher Education -A. Kindle Edition.