

职场英语：如何在会议中展现大将之风（双语）实用英语考试 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/576/2021_2022__E8_81_8C_E5_9C_BA_E8_8B_B1_E8_c96_576522.htm 1. Ensure Appropriate Participants at the Meeting. Postpone the meeting rather than holding a meeting without critical staff members. 为了提高会议决策效率，需要确保会议关键人员到场。 2. Involve Each Participant in Actions. This ensures that each participant is invested in the topic of the meeting and in the follow-up. You ' ll accomplish more results with the whole team pulling than with one dominant staff person trying to push everyone else up the hill. 调动所有人的积极性，确保每个与会者都在献计献策。 3. Be a referee and employ a time-keeper. Have one person in the meeting be the slavish time-keeper so you can focus on facilitating, summarizing, clarifying, and just keeping things moving. 严格控制会议时间和节奏，确保议题的讨论顺利进行。 4. Have a theme. Make it clear why this meeting is happening, why each person is participating at a given time, and then use your agenda to amplify how the theme will be explored in each section of the meeting. 引导大家围绕议题展开讨论，防止跑题。 5. Stay on target. As soon as the needed permission, notification, or task assignment is completed, just move on to the next item. 目标明确，一个问题解决之后立即解决下一个。 6. Follow up If you have been utilizing a project manager or note taker, be sure to use a few minutes at the end for him or her to review any major new projects or action items that were generated in the meeting. 给做会议纪要的人几分钟的时间，让其把决议重

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