**QUIZ ON EFFECTIVE MEETINGS : ( Graded)**

1. ******Meetings helps the manager showcase the following skills :
2. ******The three key things to consider in a meeting are :
3. ******Purpose of a meeting includes :
4. ******Process includes :
5. ******Progress includes :
6. ******Meeting agenda includes :
7. ******Summarize includes :

**DEVELOPMENT ACTIVITY :**

|  |  |
| --- | --- |
|  |  |
| [How to Give an Awesome (PowerPoint) Presentation (Whiteboard Animation Explainer Video). - YouTube](https://www.youtube.com/watch?v=i68a6M5FFBc) | |

Make notes on the above video .