

Improving Our Greatest Asset!!

At BB2M LLC is our goal to help all people excel in all aspects in life. We want to make sure individuals have the tools and the forward thinking to be successful. Our aim is to provide individuals with the knowledge that we have and be a resource hub for the information that we do not have on our own.



A TRADITION OF
EXCELLENCE IN
FINDING WAYS TO HELP
OTHERS!!!!



Brothers Brooks Vision 2 Mission LLC

**Business Meeting Etiquette
is about respecting other as
well as the process!!! As the
saying goes do unto others
as you would have them do
unto you.**



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BBV2M LLC

Respect is a Key Value in Most Organizations

Business Meeting Etiquette



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Respect is a Key Value in Most Organizations

What is Business Etiquette?

It is the expected behaviors and expectations for individual actions within society, group, or class. Within a place of business, it involves treating coworkers and employer with respect and courtesy in a way that creates a pleasant work environment for everyone.



Rules to Follow for Business Meeting Etiquette

Be Prepared

Each participant should come to the meeting with all of the materials and data she will need and an understanding of the meeting topic.

Breaks

Meetings should have a break every two hours. Breaks should be 20 minutes long, and meal breaks should be 30 minutes long.

Attire

The chairperson should indicate what kind of attire is required for the meeting, either business casual or business formal and participants should follow that rule. A representative listing of the attire would be helpful as participants may have differing views on what business casual and business formal is. For example, when listing the meeting as business formal, you can indicate that a button-down shirt and khaki pants are sufficient.

Speaking

Keep the meeting organized by only speaking when you have the floor. Ask questions during the designated question period, and raise your hand to be recognized by the chairperson as having the floor. Do not interrupt someone while they are speaking or asking a question.

Language

Language should be professional and respectful. Off color jokes and humor is inappropriate for a business meeting. This in any way mean a person can't tell a joke to lighten the mood but is should not be inappropriate. Foul and demeaning language towards anyone or about anyone is strictly prohibited.

Listen

You may find that many of the questions you have about a topic are answered by the content of the meeting. Listen attentively to the meeting and take notes.

Nervous Habits

Avoid nervous habits such as tapping a pen on the table, making audible noises with your mouth, rustling papers or tapping your feet on the floor.

Cell Phones and Laptops

Turn off your cell phone prior to the start of the meeting. If you are expecting an urgent call, then set your phone to vibrate and excuse yourself from the meeting if the call comes in. Unless laptop computers have been approved for the meeting, turn yours off and lower the screen so that you do not obstruct anyone's view.

Guests

Do not bring unannounced guests to a meeting. If you have someone you would like to bring to a meeting, then contact the chairperson for permission to bring your guest. If permission is not granted, then do not bring them.

