



الجامعة الافتراضية السورية
SYRIAN VIRTUAL UNIVERSITY



مركز التعلم مدى الحياة
Lifelong Learning Center



DEP
برنامج رقمنة العمليات الهندسية
Digitization of Engineering Processes

قائد نمذجة معلومات البناء

BIM Leader Diploma L1





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Managing internal coordination meetings within a company

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Objectives of Internal
Coordination Meetings

1

Managing internal coordination meetings
within a company

Planning the Meeting

2

Conducting the Meeting

3

Documenting the Meeting

4

Follow-Up & Continuous
Improvement

5

Contents



Managing internal coordination meetings within a company



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First Paragraph



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Second Paragraph

3

Third Paragraph

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Forth Paragraph

5

Fifth Paragraph

Objectives of Internal
Coordination Meetings

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1

First Paragraph

Objectives of Internal Coordination Meetings

- Aligning Vision and Goals
- Communication Facilitator
- Issue Resolution
- Status Updates
- Quality Assurance
- Tools & Technologies



Managing internal coordination meetings within a company



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Planning the Meeting

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Third Paragraph

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Forth Paragraph

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Fifth Paragraph

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1

First Paragraph

1

Second
Paragraph

Planning the Meeting

- Define the Agenda
- Identify Participants
- Schedule Regularly
- Select the Right Format
- Tools & Technologies





Managing internal coordination meetings within a company



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Third Paragraph



Conducting the Meeting

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Fifth Paragraph

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Digitization of Engineering Processes

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Paragraph

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Third Paragraph

Conducting the Meeting

- Start with Ground Rules
- Introductory Remarks
- Time Management
- Facilitate Discussion
- Use Visual Aids
- Tools & Technologies





Managing internal coordination meetings within a company



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First Paragraph

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Second Paragraph

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Third Paragraph

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Forth Paragraph

5

Fifth Paragraph

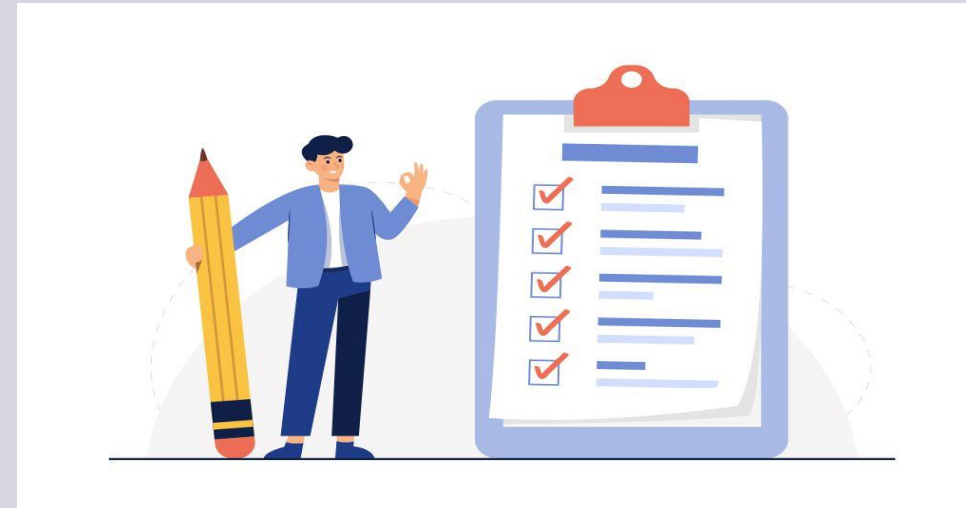
Documenting the Meeting

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Documenting the Meeting

- Meeting Minutes
- Action Items
- Distribution of Minutes
- Tools & Technologies





Managing internal coordination meetings within a company



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First Paragraph

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Second Paragraph

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Third Paragraph

4

Forth Paragraph

5

Fifth Paragraph



Follow-Up &
Continuous
Improvement

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Follow-Up & Continuous Improvement

- Review Action Items Introductory Remarks
- Gather Feedback
- Celebrate Milestones
- Tools & Technologies

**Continuous
Process
Improvement**





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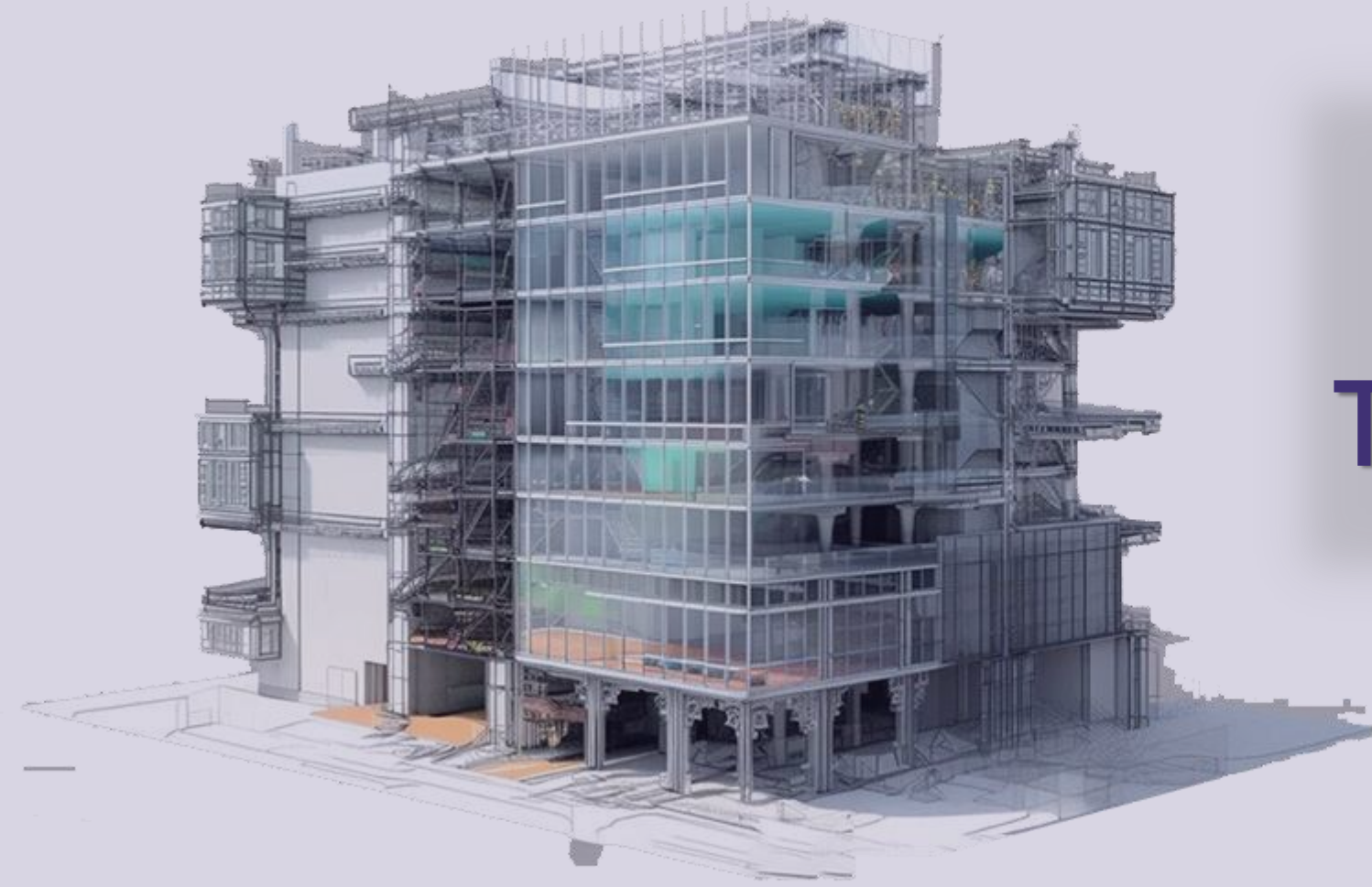


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شكراً لإصغائكم
Thank you !