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How to communicate with energy for more effective meetings

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It is well known that the quality of communication between two or more individuals, impacts the outcome of business meetings. While the exact content of the meeting and its structure are critical, certain external factors like the energy and enthusiasm of the participants in a meeting, also play a very important role in the success or failure of a meeting. In this article, we will offer some simple tips on how you can improve the chances of a better outcome with more energetic communication.



The scientific theory that energy can neither be created nor destroyed but only transferred is very much applicable in a meeting scenario. If you can bring a high level of energy to a meeting, you will be able to transfer that to the participants of the meeting. When there is a higher level of energy, there is a greater propensity for action and things move faster and better!



The question is: how can you contribute energy to the communication by the mere use of words? Well, in addition to words, it is also the tone and style with which the words are delivered. However, for now, let's focus on the words. The mantra there is to use more positive adjectives andvocabulary when you communicate.

For example, just imagine you have walked into a meeting. The typical question that comes up is: “How are you doing?”. The standard response given out is, “I am fine, thank you. How about you?”

Instead of that, let’s say you respond with: “I am doing great! Thank you. Hope things are awesome with you too!” Just by changing the rather bland and low-energy term “fine” to more positive-sounding words like “awesome” and “great”, you’dhave increased the energy level of the meeting in office.

Take this one step further. You may be asked if you’d like to have a drink. You could choose to just mention the drink you’d prefer - say, water, tea or coffee. Or, you could convey a greater level of appreciation and excitement at having a drink by something like, “Oh, thank you. A cup of coffee would be wonderful and so welcome!”; or “I’d love a cup of tea, thank you!”

Do you notice the difference in the positivity and energy the use of adjectives make to the sentences?



Similarly, always try to end a meeting on a positive note, so that the listener takes away positive thoughts and impressions from the meeting. Such positive sentiments are essential to forge long-term business relationships.

As an exercise, write down some positive words that you can use in greeting people and for using with your colleagues in formal meetings or in other contexts. Then put them to use and see the difference it makes to your professional engagements.

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-By Chander Madan

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