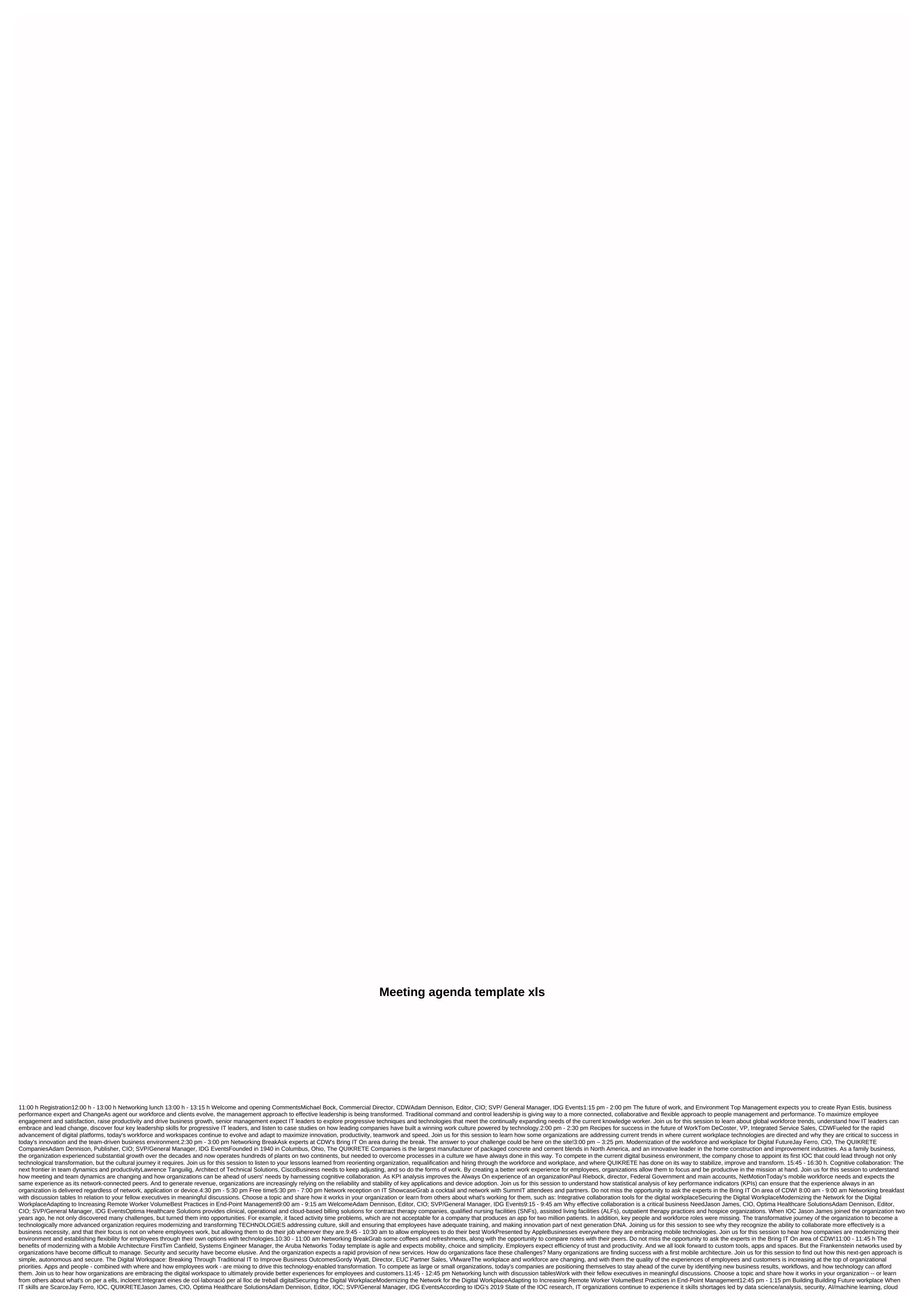
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services/integration, IoT and more. And according to the IDG 2019 Digital Business survey, CIOs report a lack of staff and/or correct skill sets as the third biggest obstacle to achieving success with digital business initiatives. How do OIs face these challenges? What skill sets should IT equipment be adopted and acquired? And what personnel strategies are working? Join us for this discussion as we address these questions and more.1:15 pm - 1:30 pm Wrap Up Observations Michael Bock, sales director, CDW1:30 pm Departures agenda subject to change. A meeting schedule is a list of topics you want to address at an upcoming business meeting. If you plan your meeting schedule in advance instead of trying to turn it around, you'll #039 long, drawn and unproductive sessions. Type your agenda and distribute it to attendees in advance, or at the start of the meeting if necessary, to make sure everyone is on the same page. Determine one or three main goals that you want to achieve as a result of this meeting. For example, Start an ad campaign for next week. This will help guide you as you schedule the agenda. Decide the start time and end time of the meeting, as well as the location for participants to plan accordingly. List key developments, issues, projects, news and upcoming events related to your business that you want to submit to the meeting. List the key people who will attend, their roles, and the reports or information that you want these people to share when they meet. Start the agenda of meetings with procedures, including an opening statement, the introduction of attendees to the key meeting and the reading of minutes of the last meeting, if applicable. Explain the order of information you want to present and discuss during the meeting time constraints. For example, Advertising Focus Discussion, presented by Sam Smith marketing (20 minutes). Tips Use a text processing program to format your meeting agenda. Some also offer agenda templates that you can use for this purpose (see Resources). human resources). hum

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