DAY 09 Thursday, 19 Nov 2026

Meeting Skills - How to Conduct a Professional Client Meeting?



Key points

1. Meeting Preparation
2. Meeting Agenda
3. Building Rapport
4. Active Listening
5. Need Analysis Questions
6. Professional Presentation
7. Meeting Summary
8. Next Steps & Follow-up

Meeting Skills - How to Conduct a Professional Client Meeting?
Date: 19-Nov-2026
Category: Sales & Professional Skills

SEO Description:
Learn professional client meeting skills, meeting preparation, rapport building, need analysis, effective presentations and follow-up planning in Day 09 of State Life's 30 Days Professional Training Series.

Key Points:
Meeting Preparation
Meeting Agenda
Building Rapport
Active Listening
Need Analysis Questions
Professional Presentation
Meeting Summary
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Complete Lesson:
A professional client meeting is a structured conversation designed to understand customer needs and provide relevant information.
1. Prepare a clear meeting agenda.
2. Start with a polite greeting and build rapport.
3. Ask relevant questions and listen actively.
4. Present verified and relevant information.
5. Summarize the discussion and agree on next steps.

Today's Assignment: Prepare a meeting agenda and practise a five-minute client meeting with a colleague.

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