



Administration and Office Efficiency

## Managing Meetings

## Course Introduction

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Meetings are necessary activities required to communicate, collaborate and make decisions about important business processes, projects and objectives. It is estimated that employees spend up to 50% of their time in meetings. The challenge is—many meetings are unnecessary, include the wrong people, or are not managed in a way to maximize productivity. This training course is designed to help participants gain the necessary skills and know-how in planning, leading and managing meetings. This course will provide key concepts and tools necessary to maximize the productivity of their meetings.

## Target Audience

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- Office managers.
- Executive secretaries.
- Administrators and assistants.

## Learning Objectives

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- Gain a comprehensive understanding of the characteristics of effective meetings.
- Effectively manage the process, time and participants to achieve meeting results
- Know how to plan the content and process to lead meetings
- Identify common meeting challenges and avoid meeting problems
- Document and summarize results and action items

# Course Outline

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- **01 Day One**

- Meeting Essentials**

- Why we meet
    - Common meeting challenges
    - Characteristics of effective meetings

- Planning Meetings**

- Eliminating unnecessary meetings
    - Pre-Meeting roles and responsibilities
    - Setting meeting objectives

- **02 Day Two**

- Creating an agenda**

- Preparing participants
    - Planning your opening

- Conducting Meetings**

- Meeting roles and responsibilities
    - Setting ground rules
    - Managing participant Personal Needs

- **03 Day Three**

- Common facilitation challenges**

- Documenting and summarizing results and action items
    - Creating accountability for follow-up

Action Planning

- Questions and wrap-up
- Personal Learning Plan

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 21, 2025	April 23, 2025	3 days	3250.00 \$	UAE - Dubai
July 28, 2025	July 30, 2025	3 days	1550.00 \$	Virtual - Online
Oct. 27, 2025	Oct. 29, 2025	3 days	3950.00 \$	Malaysia - kuala lumpur