Course Overview:

This course will help the participant to make meetings shorter and more productive and have clear guidelines for the preparation and structure .Also, they will handle difficult people or situations and take decisions.

Course Objective:

- Make meetings shorter and more productive
- Have clear guidelines for the preparation and structure
- Decide the purpose and draw up an agenda
- Apply skills in chairing and leading meetings
- Ensure effective participation
- Maintain control
- Handle difficult people or situations
- Take decisions which are appreciated by participants
- Know with whom to communicate when doing meeting planning tasks
- Match room setup with meeting objectives
- Select the appropriate venue facilities
- Determine food and beverage options

Course Outline:

- Introduction and overview
- What makes good meetings good / bad meetings bad?
- Obstacles to meeting effectiveness
- Key Characteristics of an effective meeting
- Meeting rules
- Meeting process
- Agenda setting
- Meeting evaluation
- Meeting room
- Recording devices

Who Should Attend:

- Anyone who chairs meetings and wants to make them structured and meaningful.
- Executive secretaries, secretaries, and any individual with an office support function

Training Language:

English-Arabic

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation