



Consulting and Training | Reach New Heights

Course Name

Managing Meetings

Sector Name

Administration and Office Efficiency

Document Type

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Managing Meetings

Course Introduction

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 that 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.

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Target Audience

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

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Learning Objectives

- ✓ 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

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Course Outline

✓ 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

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Course Outline

✓ 02 Day Two

Creating an agenda

- ✓ Preparing participants
- ✓ Planning your opening

Conducting Meetings

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

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Course Outline

✓ 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

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 3, 2027	May 5, 2027	3 days	3250.00 \$	UAE , Dubai
Nov. 2, 2026	Nov. 4, 2026	3 days	3950.00 \$	Malaysia , Kuala Lumpur
July 25, 2027	July 27, 2027	3 days	3250.00 \$	Qatar , Doha
March 15, 2027	March 17, 2027	3 days	3250.00 \$	UAE , Dubai

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