



Consulting and Training | Reach New Heights

Course Name

Mastering Hybrid Meetings and Virtual Collaboration

Sector Name

Administration and Office Efficiency

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

Mastering Hybrid Meetings and Virtual Collaboration

Course Introduction

This program is designed by **Boost** to equip administrative and office leaders with practical methods to plan, run, and improve hybrid meetings and virtual collaboration at scale. It focuses on clear facilitation, inclusive participation, robust tech setups, and measurable outcomes that translate into faster decisions and better stakeholder engagement.

Participants will learn end-to-end playbooks covering pre-meeting design, live facilitation, and post-meeting follow-through. Emphasis is placed on accessibility, time-zone equity, decision records, security, and tool interoperability—ensuring collaboration remains efficient, inclusive, and audit-ready.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Mastering Hybrid Meetings and Virtual Collaboration

Target Audience

- ✓ Office and administrative managers
- ✓ Executive assistants and chiefs of staff
- ✓ Operations, HR, and communications teams
- ✓ Project coordinators and meeting facilitators

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Mastering Hybrid Meetings and Virtual Collaboration

Learning Objectives

- ✓ Design hybrid meetings with clear objectives, roles, and outcomes
- ✓ Facilitate inclusive participation across onsite and remote attendees
- ✓ Standardize tech setups, platforms, and contingency procedures
- ✓ Capture decisions, actions, and metrics for continuous improvement
- ✓ Govern collaboration with policies for security, privacy, and accessibility

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Mastering Hybrid Meetings and Virtual Collaboration

Course Outline

✓ DAY 01

Hybrid Meeting Fundamentals

Purpose & Outcomes

- ✓ Meeting Types & Objective Mapping
- ✓ Decision vs. Discussion vs. Update
- ✓ Success Criteria & Exit Conditions

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Mastering Hybrid Meetings and Virtual Collaboration

Course Outline

✓ Day 02

Roles & Etiquette

- ✓ Host, Facilitator, Tech Lead, Scribe
- ✓ Participation Norms & Turn-Taking
- ✓ Time-Zone & Accessibility Principles

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Mastering Hybrid Meetings and Virtual Collaboration

Course Outline

✓ Day 03

Facilitation and Engagement

Inclusive Facilitation

- ✓ Opening Frames & Ground Rules
- ✓ Equal Airtime & Chat Moderation
- ✓ Visual Methods & Live Notation

Engagement Mechanics

- ✓ Polls, Reactions & Whiteboards
- ✓ Round-Robins & Small-Group Breakouts
- ✓ Handling Conflict & Side Conversations

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Mastering Hybrid Meetings and Virtual Collaboration

Course Outline

✓ Day 04

Decisions, Actions, and Documentation

Decision Capture

- ✓ Decision Logs & RACI Mapping
- ✓ Action Items with Owners/Dates
- ✓ Issue Registers & Parking Lots

Post-Meeting Follow-Through

- ✓ Minutes, Summaries & Highlights
- ✓ Task Sync to PM/CRM Tools
- ✓ Feedback Forms & NPS for Meetings

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Mastering Hybrid Meetings and Virtual Collaboration

Course Outline

✓ Day 05

Governance, Security, and Continuous Improvement

Policy & Risk Controls

- ✓ Recording Policies & Consent
- ✓ Data Classification & Access Rights
- ✓ Guest Access & External Vendors

Metrics & Improvement

- ✓ Meeting KPIs & Dashboards
- ✓ Cancel/Consolidate Rules
- ✓ Playbook Updates & Coaching Loops

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Mastering Hybrid Meetings and Virtual Collaboration

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 30, 2026	Dec. 4, 2026	5 days	4250.00 \$	UAE , Dubai
Jan. 24, 2027	Jan. 28, 2027	5 days	4250.00 \$	KSA , Riyadh
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Sept. 6, 2027	Sept. 10, 2027	5 days	5950.00 \$	switzerland , Geneva

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

