



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



MANAGING Meetings



IAS
ACCREDITED
Ribu Dhabi Centre for
Technical and Vocational
Education and Training
مركز أبوظبي
التعليم والتدريب
التقني والمهني



INTERNATIONAL ASSOCIATION FOR
HEALTH AND OCCUPATIONAL
SAFETY AND THE ENVIRONMENT



PMI Project
Management
Institute
Registered
Education
Provider

EFQM
Member



Course Introduction:

The Course is designed to give participants guidelines on the necessary planning, preparation, structure and processing of meetings to ensure successful outcomes. It will also provide opportunities to practice chairing and participating at meetings.

Course Objectives:

- Make meetings shorter, more focused and productive.
- Have clear guidelines for the planning, preparation and structure of meetings.
- Apply the skills of leading, processing and controlling meetings.
- Participate actively and make effective contributions.

Who Should Attend?

Individuals who will benefit from this course include: Managers, Leaders, Supervisors and Individuals who want to improve their ability to run effective meetings.

Course Outline:

- Common problems associated with meetings.
- Responsibilities of the meeting leader.
- Planning the meeting: the purpose and objective.
- Deciding the type of meeting, level of formality and leading/chairing style.
- Planning the structure: drawing up a sequential, informative, timed agenda.
- Leading meetings: effective positive, motivational introductions, clarifying ground rules/objectives.
- Introducing agenda items, clarifying and gaining agreement with objectives.
- Processing discussions: use of statements, questions, listening, acknowledging, clarifying, summarizing, confirming.
- Gaining positive participation. Concluding positively: by gaining agreement on actions, accountabilities and deadlines.
- Exploring different situations/behaviors: reviewing options for handling these appropriately.
- Participating: the importance of planning, preparation and presentation. -Making a constructive contribution, stating your case and listening. -Supporting individuals, building on their contributions and ideals.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session