



*Training Course:
Administrative Meetings Management: Planning
and Execution Skills*

27 April - 1 May 2025

Dubai (UAE)

Residence Inn by Marriott Sheikh Zayed Road, Dubai

Training Course: Administrative Meetings Management: Planning and Execution Skills

Training Course code: MA235760 From: 27 April - 1 May 2025 Venue: Dubai (UAE) - Residence Inn by Marriott Sheikh Zayed Road, Dubai Training Course Fees: 4500 € Euro

Introduction:

Effective administrative meetings are essential for decision-making, strategic planning, and operational efficiency. Poorly managed meetings can lead to wasted time, unclear objectives, and decreased productivity. This training program, designed by Global Horizon Training Center, equips professionals with the necessary skills to plan, organize, and conduct meetings that drive results. Participants will learn best practices in meeting management, communication techniques, agenda setting, and follow-up strategies to ensure actionable outcomes.

Objectives:

By the end of this training program, participants will be able to:

- Plan and prepare structured and productive meetings.
- Develop clear objectives and agendas for meetings.
- Manage time effectively during meetings.
- Facilitate discussions and handle conflicts professionally.
- Utilize technology for virtual and hybrid meetings.
- Implement effective follow-up strategies to track decisions and action items.

Course Methodology:

This training program utilizes a mix of interactive methodologies, including:

- Case studies and real-life scenarios.
- Group discussions and role-playing exercises.
- Practical simulations of meeting management.
- Hands-on exercises for agenda creation and time management.
- Video analysis of effective meeting strategies.
- Expert-led discussions and peer feedback.

Organizational Impact:

Organizations will benefit from this training in several ways:

- Increased productivity through well-structured meetings.
- Reduced time wastage and enhanced decision-making.
- Improved collaboration and communication among teams.
- Enhanced ability to drive actionable results from meetings.
- Greater employee engagement and participation.

Target Audience:

This program is designed for:

- Administrative professionals and office managers.
- Team leaders and supervisors.
- Project managers and coordinators.
- Executives and department heads.
- Anyone responsible for planning or facilitating meetings.

Outlines:

Day 1: Fundamentals of Effective Meeting Management

- Importance and objectives of meetings in an organization.
- Common challenges in meeting management.
- Key roles and responsibilities in a meeting.
- Types of meetings and when to use them.
- Best practices for planning and preparation.

Day 2: Agenda Setting and Time Management

- Defining clear objectives for meetings.
- Creating a structured and effective meeting agenda.
- Time management techniques to optimize meeting duration.

- Setting meeting ground rules and expectations.
- Tools and templates for effective agenda preparation.

Day 3: Meeting Facilitation and Communication Skills

- Effective facilitation techniques for engagement.
- Handling disruptions, conflicts, and difficult participants.
- Encouraging participation and active listening skills.
- The role of body language and tone in meetings.
- Decision-making and consensus-building strategies.

Day 4: Virtual and Hybrid Meetings Management

- Introduction to virtual and hybrid meeting platforms.
- Best practices for running effective virtual meetings.
- Overcoming technical and communication challenges.
- Engaging remote participants and ensuring inclusivity.
- Tools for collaboration and documentation in virtual meetings.

Day 5: Follow-up and Actionable Outcomes

- Documenting meeting minutes and key takeaways.
- Assigning responsibilities and tracking action items.
- Strategies for accountability and follow-up.
- Evaluating meeting effectiveness and continuous improvement.
- Implementing a meeting culture for organizational success.

Registration form on the Training Course: Administrative Meetings Management: Planning and Execution Skills

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