



*Training Course:
Supporting and Managing Meetings Effectively*

*1 - 5 September 2025
Madrid (Spain)
Pestana CR7 Gran Vía*

Training Course: Supporting and Managing Meetings Effectively

Training Course code: SC235761 From: 1 - 5 September 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 6000 € Euro

Introduction:

Meetings play a critical role in business decision-making, collaboration, and strategic planning. However, without proper management, they can become unproductive and time-consuming. This training program, designed by Global Horizon Training Center, aims to equip professionals with the skills and techniques necessary to support and manage meetings effectively. Participants will learn how to prepare for, facilitate, and follow up on meetings to ensure optimal productivity and actionable outcomes.

Objectives:

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

- Plan and organize meetings efficiently.
- Develop and distribute effective meeting agendas.
- Facilitate discussions and manage time effectively.
- Enhance communication and engagement during meetings.
- Utilize technology to streamline meeting management.
- Implement follow-up strategies to ensure accountability and action.

Course Methodology:

This program employs a mix of interactive learning approaches, including:

- Case studies and real-life scenarios.
- Group discussions and role-playing exercises.
- Practical simulations of meeting planning and execution.
- Hands-on exercises for agenda development and minute-taking.
- Video analysis of best practices in meeting management.
- Expert-led discussions and peer feedback.

Organizational Impact:

Organizations will benefit from this training in the following ways:

- Increased efficiency and productivity in meetings.
- Enhanced decision-making processes.
- Improved collaboration and team communication.
- More structured and outcome-driven meetings.
- Greater employee engagement and participation.

Target Audience:

This training program is ideal for:

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

Outlines:

Day 1: Fundamentals of Effective Meeting Support and Management

- Importance and objectives of meetings in an organization.
- Roles and responsibilities in meeting support.
- Common challenges in meeting management and how to overcome them.
- Different types of meetings and their purposes.
- Best practices for pre-meeting planning and preparation.

Day 2: Agenda Development and Time Management

- Creating a structured and clear meeting agenda.
- Setting meeting objectives and expected outcomes.
- Effective time management techniques for meetings.

- Establishing ground rules for productive discussions.
- Tools and templates for effective meeting agendas.

Day 3: Communication and Facilitation Skills

- Techniques for effective meeting facilitation.
- Managing diverse personalities and handling conflicts.
- Encouraging active participation and engagement.
- Enhancing communication skills for better collaboration.
- Decision-making and consensus-building strategies.

Day 4: Managing Virtual and Hybrid Meetings

- Introduction to virtual and hybrid meeting tools.
- Best practices for conducting successful online meetings.
- Addressing common challenges in virtual collaboration.
- Engaging remote participants and ensuring inclusivity.
- Using digital tools for documentation and follow-up.

Day 5: Follow-Up Strategies and Continuous Improvement

- Documenting meeting minutes and key takeaways.
- Assigning responsibilities and tracking action items.
- Ensuring accountability and follow-through.
- Evaluating meeting effectiveness and implementing improvements.
- Creating a culture of structured and productive meetings.

Registration form on the Training Course: Supporting and Managing Meetings Effectively

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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