



*Training Course:  
Organizing and Managing Effective Meetings*

*28 July - 1 August 2025  
Madrid (Spain)  
Pestana CR7 Gran Vía*

## Training Course: Organizing and Managing Effective Meetings

Training Course code: HR236014 From: 28 July - 1 August 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 5500 € Euro

### Introduction:

In the modern workplace, meetings are an essential component of communication, collaboration, and decision-making. However, many meetings are poorly planned, inefficiently managed, and ultimately unproductive. These ineffective gatherings waste valuable time and resources, and can diminish morale, clarity, and outcomes.

The "Organizing and Managing Effective Meetings" training program, proudly designed by Global Horizon Training Center, is structured to empower professionals with the knowledge, skills, and tools required to make every meeting count. This course addresses both the strategic and tactical elements of meeting management—starting from planning and structuring the meeting to facilitating productive dialogue and following up on actionable results.

### Objectives:

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

- Understand the role and importance of effective meetings in organizational success.
- Plan and structure meetings with clear agendas and defined outcomes.
- Facilitate meetings that encourage participation, focus, and results.
- Manage different personalities, conflicts, and group dynamics.
- Apply best practices for both in-person and virtual meetings.
- Ensure follow-up and accountability through documentation and task tracking.
- Reduce unnecessary meetings and optimize the use of time and resources.

### Course Methodology:

This course adopts a hands-on and experiential learning approach, including:

- Interactive presentations and real-world scenarios
- Role-plays and simulations of various meeting types
- Group exercises and breakout discussions
- Meeting analysis and video reviews
- Templates for agendas, minutes, and feedback forms

- Self-assessment tools and facilitation checklists

## Organizational Impact:

Implementing the techniques taught in this course will result in:

- A culture of purposeful and outcome-oriented meetings
- Enhanced communication, collaboration, and decision-making
- Reduced meeting fatigue and increased employee productivity
- Stronger alignment on goals, priorities, and actions
- Increased accountability through proper documentation and follow-up
- Cost and time savings by eliminating unproductive meetings

## Target Audience:

This course is designed for:

- Team leaders and department heads
- Project and operations managers
- Executive assistants and coordinators
- HR and administrative professionals
- Supervisors and professionals who lead or participate in meetings regularly
- Anyone responsible for planning, facilitating, or contributing to meetings

## Outlines:

### Day 1: The Strategic Role of Meetings

- Why meetings succeed or fail: Common challenges
- Types of meetings: Informational, decision-making, brainstorming, reviews, etc.
- The ROI of effective meetings
- Roles and responsibilities: Chairperson, facilitator, timekeeper, participants
- Assessing current meeting culture in your organization

## Day 2: Planning and Structuring Effective Meetings

- Defining the purpose and desired outcome
- Preparing agendas that drive action
- Selecting the right participants and setting expectations
- Scheduling and logistics: timing, frequency, and environment
- Tools for meeting invitations and pre-read materials

## Day 3: Facilitating Productive Meetings

- Opening the meeting and setting ground rules
- Techniques to guide discussion and stay on track
- Encouraging participation and managing dominant or silent participants
- Time management strategies during meetings
- Handling interruptions, digressions, and difficult behaviors

## Day 4: Decision-Making, Conflict Resolution, and Virtual Meetings

- Decision-making models in meetings: consensus, voting, delegation
- Conflict resolution and mediation in group settings
- Using technology to conduct virtual and hybrid meetings
- Tools and platforms: Zoom, MS Teams, Google Meet, etc.
- Engaging remote participants and managing tech issues

## Day 5: Closing, Follow-up, and Continuous Improvement

- Recapping decisions, actions, and responsibilities
- Writing effective minutes and summaries
- Ensuring accountability and follow-through
- Gathering feedback and evaluating meeting effectiveness
- Creating a personal action plan to improve future meetings



## Registration form on the Training Course: Organizing and Managing Effective Meetings

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

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
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