



*Training Course:
Fundamentals of Effective Meeting Planning*

*17 - 21 November 2025
Madrid (Spain)
Pestana CR7 Gran Vía*

Training Course: Fundamentals of Effective Meeting Planning

Training Course code: LS236004 From: 17 - 21 November 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 5500 € Euro

Introduction

This program, designed by Global Horizon Training Center, is crafted to provide participants with the knowledge and skills necessary for planning and conducting productive and engaging meetings. It focuses on the essential elements of meeting preparation, facilitation, follow-up, and continuous improvement, ensuring that participants can optimize the value of every meeting they lead or attend.

Objectives

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

- Understand the principles of effective meeting planning and management.
- Identify and apply best practices for preparing, conducting, and concluding meetings.
- Utilize tools and techniques to ensure meetings are purposeful, engaging, and productive.
- Enhance their facilitation and communication skills.
- Manage meeting challenges and dynamics with confidence.

Organizational Impact

- Improve overall productivity and effectiveness of meetings.
- Enhance collaboration and communication within teams.
- Reduce wasted time and improve decision-making in meetings.
- Build a culture of accountability and results-oriented interactions.
- Strengthen leadership and facilitation competencies within teams.

Target Audience

- Team leaders and managers.
- Project coordinators and department heads.
- Executive assistants and administrative professionals.
- Professionals responsible for conducting or participating in meetings.
- Anyone interested in improving their meeting planning and facilitation skills.

Training Program Outline

Day 1: Understanding the Role of Effective Meetings

- Importance and benefits of well-planned meetings.
- Identifying different types of meetings and their objectives.
- Common pitfalls and challenges in ineffective meetings.
- Key roles and responsibilities: facilitator, participants, note taker.
- Setting expectations for meeting success.

Day 2: Pre-Meeting Planning and Preparation

- Steps to planning a successful meeting.
- Defining meeting objectives and desired outcomes.
- Developing effective agendas and timelines.
- Selecting participants and ensuring diversity of perspectives.
- Choosing the right venue, tools, and technology for in-person and virtual meetings.

Day 3: Facilitating Engaging and Productive Meetings

- Techniques for leading discussions and maintaining focus.
- Encouraging participation and managing dominant voices.

- Tools for capturing ideas: flipcharts, digital tools, brainstorming.
- Using visual aids and presentations effectively.
- Time management: balancing discussion, decision-making, and breaks.

Day 4: Managing Meeting Challenges and Dynamics

- Handling conflict, disagreements, and challenging participants.
- Managing meeting fatigue and maintaining energy.
- Virtual meeting challenges: engagement and technical troubleshooting.
- Building consensus and ensuring inclusive decision-making.
- Case study: analyzing a real-world meeting scenario.

Day 5: Post-Meeting Follow-Up and Continuous Improvement

- Creating actionable meeting minutes and documenting decisions.
- Follow-up actions: assigning tasks and accountability.
- Evaluating meeting effectiveness: tools and feedback loops.
- Improving future meetings: continuous improvement techniques.
- Action planning: personal strategies for effective meeting leadership.

Registration form on the Training Course: Fundamentals of Effective Meeting Planning

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

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