

Meeting Management Program

Course Overview

This program aims at making the most of meetings by ensuring application of the right process of conducting a meeting: before, during and after. It ensures reaching meeting objectives as well as implementing agreed decisions.

Course Outline

- Effective Meetings
- Types of Meetings
- Problems with Meetings
- Planning Meetings:
 - Every Meeting should have a PAT
 - Alternatives to Meetings
 - Facilities and physical setup.
- Conducting Meetings:
 - Meeting Roles
 - Handling Difficult Situations/participants
 - How to Improve Meetings?
 - Virtual Meetings
 - Meeting Evaluation
 - Providing Feedback

Learning Objectives

Upon completion of this course, participants will be able to:

- Planning & Preparing for a meeting
- Facilitating effective meeting
- Assessing meeting effectiveness
- Following up decision implementation

Who Should Attend

- Managers
- Supervisors
- Team leaders
- Executive assistants

Course Duration: Two days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Fees

- 1600 EGP (Registration is confirmed only upon payment)
- Fees include materials and attendance certificate
- Complimentary coffee breaks, juices and light lunch

Course Venue:

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

For Registration

- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

For More Information

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