

Conducting Meetings Successfully

Are Meetings Important?

Did you know that on an average day, there are 17 million meetings in America? Recent studies have shown that on average, 9 out of 10 people daydream in meetings

On the one hand, there is no denying of the fact that meetings play an important role in our daily lives. At the same time, there is growing evidence to prove that there is very little or no productivity happening during these meetings due to the failure on part of the organizer or the attendees. Meetings produce creative strategies, solid plans, and workable solutions. It creates success for every company and business, it's a great way to communicate, develop work skills & leadership. Through this Tatweer training, you will learn how to run a meeting effectively with proper planning and preparation.

Course Objectives:

- ❑ To understand the importance of meetings and the value that they bring to an organization
- ❑ Learn the different phases of planning a successful Meeting
- ❑ Setting of Realistic Objectives and Outcomes for a Meeting
- ❑ Consider important factors that can influence the outcome of a meeting such as the logistics, agenda and setting of ground rules.
- ❑ Learn how to effectively summarize and make post meeting action plans

Who Should Attend:

This course is recommended for everyone who needs to develop their skills at planning and heading meetings so as to ensure a successful outcome. This course would be ideal for managers, facilitators, consultants and executives who are in constant need of attending meetings on a regular basis.



One-day course
Time: 9:00 am to 5:00 pm
Fee: AED 1,950 per person

For more information please contact:
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