

Effective Meetings

Employees typically spend up to 40 percent of their time preparing for and participating in meetings. With poor planning and unclear agendas, meetings end up losing focus and devouring time, energy, resources, and money.

This course teaches participants how to run effective meetings by frontloading before the meeting, focusing productively during the meeting, and following through successfully after the meeting. Whether it's managing a large project across teams, improving business communication, or addressing difficult situations, employees gain the skills to increase accountability and productivity.

Course Outline

- Introduction
- Formal & Informal Meetings
- Functional & Symbolic Meetings
- Leading A Meeting
- Roles & Responsibilities

Who Should Attend

All level staff such as:

- All employee who lead or take part in business meetings

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Course Duration

The standard duration of this course is 12 contact hours.

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Understand the importance of running effective meetings
- Identify the key components of an effective meeting
- Describe the factors that cause meetings to fail
- Understand the different ways that an employee can influence the effectiveness of meetings
- Use the material presented to develop a procedure for effective meetings
- Identify types of meetings and recognise their potential impact on the business of an organization

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

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