



Training Course	Managing Effective Meetings
Course Language	English
Course Duration	Total Number of hours: 18 hours Days: 3 consecutive days Time: 8am – 2pm
Course Objectives	To learn the fundamentals of managing effective meetings & implementing the correct steps to walking away with a meeting that met key objectives and set agendas.
Course Content	Course Key Topic Area Includes: <u>Day 1: Before meetings:</u> <ul style="list-style-type: none">• Different reasons for meetings and how to choose between them• Forming the correct vision for meeting objective, metrics and KPIs• Creating Agenda• Deciding on audience• Contacting audience• Assigning roles <u>Day 2: During Meetings:</u> <ul style="list-style-type: none">• The 4 styles of running meetings• Connecting with the team, getting them engaged and motivated• Managing confrontation, digression, lack of info, lack of interest• Prioritizing topics• Managing time, conversation, flow, differing opinions• Assigning tasks, delegating and managing action steps• Answering Qs confidently and correctly



Course Content	Day 3: After Meetings: <ul style="list-style-type: none">• What to do with minutes taken• Organizing tasks & action items for post meeting follow up• Keeping accountability• Activity: running a meeting scenario
Learning Outcomes	At the end of the program the trainees will be able to: Know how to run meetings effectively and manage the duration of the meeting with steps that will meet key objectives.
Target Audience	Participants who work in an organization and are responsible to facilitate and run meetings.
Course Material /Exams / Technology used/ Details Relevant to the course.	Group work, partner activities, end of course scenario play (to assess comprehension of key points and observe implementation)
Instructor Details & Brief Instructor Bio	Name: Rola Mneimne Rola is an adult training and development specialist with 10 years of experience in the field. She has a degree in Adult Training and Development from York University, in Toronto, Canada, and a bachelor's degree in Organizational Psychology from Concordia University, in Montreal, Canada. Both disciplines' focus is on the study of human behavior in the workplace and how best to optimize performance to increase motivation, production, loyalty and improve the bottom line. Rola founded her own company in leadership, HR management and soft skills training that serves clients in North America and the Middle East. She has recently moved to Doha, Qatar and is offering courses to clients locally.
Course Fees	QAR 3000 15% discount on online registration and payment. 15% corporate discount for 4 or more participants.