Outcome-Driven Meetings

In-Class

8 hours

EGP 2,680

Course Description:

This course is designed to equip participants with the essential tools and techniques for planning, conducting, and following up on effective meetings. Through interactive sessions, participants will learn how to set clear agendas, engage participants, manage time effectively, and facilitate productive discussions.

Target Audience:

Team Leaders & Supervisors

Course Objectives:

By the end of the course, participants will be able to:
- Understand the importance of running effective meetings.
- Describe the factors that cause meetings to fail.

Course Outline:

Module 1: Maximizing Meeting Effectiveness: Value, Strategies, and Formats
- Value of Meetings in the Organization
- Making Meetings work
- Formal and Informal Meetings

Module 2: Effective Meeting Management: Roles, Leadership, and Challenges
- Roles and Responsibilities within Meetings
- Leading a Meeting
- Why Meetings Fail

Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation in group exercises.

Upon Successful Completion of this Course, participants will obtain:

0.6 CEUs

Course Language:

English

Prerequisites:

Intermediate level of English language proficiency.