XCELERATE TRAINING INSTITUTE
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OFFICE ADMINISTRATION

Effective Meeting Management Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
15 – 19 Mar 2027	Live online	Online (live)	€1,200
26 – 30 Apr 2027	Cairo	Classroom	€4,800
27 Sep – 1 Oct 2027	Live online	Online (live)	€1,200

Register or ask a question

Online: staging.x8ti.com/course/effective-meeting-management-training-course…
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Effective Meeting Management Training Course

Introduction

A survey in the United States found that 25 million hours per year were spent in meetings, with nearly half of that time being unproductive. Another survey shows that managers spend 40 to 60 percent of their working hours in meetings. Meetings are essential for understanding, problem-solving, and initiating actions.

Effective meetings are crucial for business success, but many are poorly managed and unproductive. The Effective Meeting Management Training Program by Xcelerate Training Institutes is designed to help participants run efficient and productive meetings, overcoming common challenges and maximizing meeting outcomes.

Learning Objectives

By the end of the Effective Meeting Management Training Program, participants will be able to:

- Understand key principles for productivity.
- Function effectively as a meeting facilitator.
- Control and manage meetings efficiently.
- Intervene appropriately in challenging situations.
- Manage demanding behavior from colleagues.
- Critically review and improve business meetings.
- Handle disruptions and maintain meeting focus.
- Conduct team meetings successfully.
- Plan and prepare for various types of meetings.
- Identify the right participants for meetings.
- Create clear, concise meeting agendas.
- Set up meeting times and venues for maximum effectiveness.
- Integrate electronic options and technology for remote participants.
- Define and delegate meeting roles and responsibilities.
- Record effective meeting minutes for future reference and action plans.

Training Methodology

The training program is practical, focusing on coordinating effective business meetings. It employs adult learning methodologies, including interactive exercises, role plays, real-time scenarios, and powerful presentations. Participants engage actively, applying their learning’s during the program. Customized training can be developed to meet specific organizational needs. Xcelerate Training Institutes follows the Do–Review–Learn–Apply Model, with pre- and post-course evaluations to measure training success.

Benefits for Your Organisation

Organizations will benefit from:

- Employees running effective and results-oriented meetings.
- Alignment of meeting objectives with organizational goals.
- Using meetings as a management tool to drive performance.
- Improved planning and decision-making processes.
- Enhanced profitability through productive meetings.
- Greater organization and reduced disputes within teams.
- Significant time savings for other business tasks.
- Teams becoming more result-oriented in their work.

Benefits for You

Participants will gain:

- Leadership skills in group settings.
- Enhanced organization and systematization in their work.
- Skills to handle difficult people.
- Diplomatic control and facilitation skills.
- Improved communication and presentation abilities.
- Focused task execution with excellence.
- Mastery in planning and implementation.

Who Should Attend

This course is ideal for:

- Managers
- Supervisors
- Team leaders
- Coordinators
- Secretaries
- Administrators
- Event management professionals
- Anyone who plans to handle meetings at any level, from formal business meetings to informal group discussions.

Course Outline

Basics for Effective Meetings

- Good Meeting vs Bad Meeting
- Conducting Productive Meetings
- Keys to Meeting Productivity
- Basic Essentials of Meetings

- Components of Successful Meetings
- Qualities of Effective Meetings
- Important Questions: Why, When, Who & Where
- Leading a Meeting

Planning and Preparing for a Meeting

- Pre-meeting preparation
- Identifying Participants
- Choosing the Venue
- Planning and setting objectives
- Setting the meeting date and time
- Preparing the agenda
- Gathering materials
- Sending invitations
- Making logistical arrangements

Effective Agendas

- Planning and preparing agendas
- Goals and purposes of an agenda
- Importance of the agenda
- Do’s and Don’ts of an agenda
- Understanding meeting objectives
- Setting SMART objectives that yield results
- Aligning meeting objectives with organizational goals
- Drafting a powerful agenda
- Communicating the agenda

Facilitation and Communication Skills

- Communication within meetings
- Assertiveness
- Effective verbal and non-verbal communication
- Electronic options
- Chairing a meeting
- Dealing with difficult people
- Controlling a meeting
- Managing personality conflicts

Meeting Roles, Responsibilities and Delegation

- The Facilitator
- The Minute Taker
- The Attendees
- The Communicator
- Types of Meetings

- Large vs Small Meetings
- Effective delegation of tasks
- Delegation for results

Meetings Management

- Meeting etiquette
- Setting expectations and ground rules
- Keeping the meeting on track
- Dealing with overtime
- Holding participants accountable
- Managing disruptions
- Late arrivals and early exits
- Mobile phone policy
- Off-topic discussions
- Conflict resolution
- Meeting gamification

Effective Meeting Minutes

- Noting minutes
- Explaining Minutes of Meeting
- Taking minutes
- Minute templates
- Action plans after meetings
- Note-taking and transcription
- Time-bound meetings
- Closing and follow-ups

Meeting Challenges and Additional Responsibilities

- Identifying hidden agendas
- Minimizing wheel spinning and repetition
- Resolving conflict
- Tracking difficult issues
- Handling difficult people
- Completing action items by agenda
- Ensuring confidentiality and compliance

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Registration Form

Effective Meeting Management Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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Email this form
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Register online
Open the course page