

€ TRAINING

Organization and management of meetings



2 - 6 June 2019
Barcelona (Spain)

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REF: M12396 DATE: 2 - 6 June 2019 Venue: Barcelona (Spain) - Fee: 4500 Euro

Overview:

Meetings are one of the most widely used methods in the field of communication in various fields. They are an effective decision-making tool. Through this course, it is possible to identify ways to improve the productivity of meetings and increase their returns by identifying methods that lead to successful meetings, Effective, productive and useful, and how to take advantage of the advantages of meetings and get away from the disadvantages, and identify the way through which you have an influential role in the meeting and ways of dealing with the various personalities attending meetings. Meetings are an effective means of communication between members of the Organization on the one hand and Yen Organization and other organizations and individuals on the one hand, which is a tool for the exchange of information, planning, calendar, organization and supervision of the administrative work, a way to resolve conflicts and achieve the organization's goals.

Course objectives:

- Training skills to organize and manage meetings and committees in a correct scientific manner.
- Preparation and drafting of minutes of meetings in an effective manner.
- Learn about the preparation and planning of meetings.
- Increased ability to use different meeting management methods.
- How to make your meetings productive and useful.
- Ability to deal optimally with the participants.
- Identify the obstacles to the meeting.

Target categories of the course:

- Managers and business people from different organizational levels.
- Office managers and rapporteurs.
- Chairmen of committees and employees of executive secretaries.
- Public and private secretarial staff.
- PR staff.
- Employees in various companies and institutions.
- Interested and candidates for these jobs.

Course Content:

- The concept, types and importance of meetings.
- What a successful meeting.
- Difference between Conference, Symposium, Session and Committee.
- Preparation for the meeting, preparation of the agenda and invitation to the meeting.
- Oral and written communication and its relation to meetings.
- Quorum and powers of the President.
- How to manage the meeting and discuss agenda items.
- How to intervene, oppose and vote.
- The patterns of the meeting and the strategy of dealing with them.
- Organization of meetings.
- Prepare for meetings.
- Meeting Management Rules.



- Meeting spoilers.
- Formal conditions and substantive conditions for writing meeting minutes.
- How to prepare and draft minutes of meetings and committees.
- Follow up the implementation of the resolutions and proposals of the meeting.
- Post-meeting phase and preparation of draft minutes.