



## Meeting Skills & Teamwork (3 DAYS)

*Aim: Learn to make your meetings more effective.*

### **Introduction:**

In the present business environment, companies have to be pro-active in ensuring value for money when organizing meetings. Sadly current practice often involves poor meeting management, time-wasting, holding unnecessary routine meetings, and poor communication. When this poor practice is transferred to the international arena, organizations stand to lose precious time and resource.

### **Workshop Aims:**

The main Objectives for candidates of this training program can be set out as follows:

- **The Managing Meetings Course (MM) helps experienced managers to develop their meeting management skills to meet the needs of the current business climate.**
- **This two-day and fully participative course explores the need to manage the contributions of oneself and others, use new meeting technologies more effectively and ensure productive outcomes.**

### **Workshop Content**

- The Nature and types of conflict
- Problems with Meetings.
- Time management; difficult behaviors; excessive conventions and bureaucracy; conflicts of interest.
- Leading Meetings.
- Convening meetings; setting agenda; using facilitation; effective minutes, action grids and reports.
- Encouraging positive contributions from others.
- Profile analysis.
- Making personal contributions count.
- Stating your case; presenting information; using interpreters.
- Getting the most out of conference calls and video-conferencing.
- Opportunities for practice.
- Group decision technologies.
- Cases and Exercises

## How You Will Benefit

- This seminar provides interpretation of the new standard
- It could be tailored to a particular needs of your organization
- This course is unique and never been delivered by any private organization in the region.
- The course is available in English and Arabic Languages for ease of understanding.

## Designed for

<input checked="" type="checkbox"/> SENIOR MANAGERS	<input checked="" type="checkbox"/> MIDDLE MANAGERS	<input checked="" type="checkbox"/> MANAGERS / SUPERVISORS
<input checked="" type="checkbox"/> TECHNICAL / STAFF		 

**All courses from AVTC Training Portfolio may be adapted to your needs and delivered to your offices!**

### Benefits:

- Ideal for groups of 10 or more
- Reduces training expenses by more than half
- Customized — tangible and concrete approach to problem solving for business results.
- Stimulates synergies among groups for developing best practices to generate results and cultural changes.
- Encourages open discussions: Issues are raised openly and solutions are uncovered for business results.