



Language: English

Duration: 1 ½ - 1 ¾ Days

Target Audience: All managers & staffs.

It is imperative to have effective communication to deliver business results. This includes verbal communication in the form of informal discussion or a formal meeting or a presentation, as well as written communication be it a simple email for a long report.

Leading Effective Meeting is an extremely practical training which will help you learn techniques for effective meetings and to practice these techniques and to immediately put to use.

Training Objectives:

- To use meetings effectively,
- To prepare for a meeting,
- To attend a meeting, and
- To chair a meeting.

Practical Aspects:

- Formats for researching attendees
- Formats for meeting agenda and minutes
- Process to follow up meeting minutes till completion

Sneak Preview:

Minutes of Meeting

Meeting Title:			
Date:			
Time:			
Attendees:			
Action Steps (SMART)	Who?	When?	Status

Trainee's Views:

"I have learned a lot in the training. I wish to thank you for the great time. How I wish all personnel of Tadmur would have the chance of attending such kind of Training with you as a trainer. The training /seminar would not be valuable and effective if somebody will facilitate it. You are simply a "perfect trainer."

A trainee from *Tadmur Contracting & Trading, Doha, Qatar*

Registration:

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Fee:

Dates:

Venue:

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