MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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EFFECTIVE MEETING MANAGEMENT

"Conduct Productive, Purposeful, and Impactful Meetings that Drive Real Results."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

Meetings are a vital part of organizational communication and decision-making — yet many organizations struggle with unproductive or time-wasting meetings that yield little value. Effective Meeting Management is an essential leadership and communication skill that ensures meetings are focused, efficient, and outcome-driven.

This course provides practical techniques to plan, conduct, and follow up on meetings that engage participants, encourage collaboration, and produce actionable results. It helps professionals structure meetings for clarity, set clear objectives, manage time effectively, and handle challenging participants or discussions with confidence.

Through interactive exercises, role-plays, and real-world scenarios, participants will learn how to transform meetings from routine formalities into powerful tools for alignment, innovation, and performance improvement.

Objectives

By the end of this course, participants will be able to:

- Understand the principles and purpose of effective meetings.
- Plan and organize meetings with clear objectives and outcomes.
- Develop and circulate productive meeting agendas.
- Use facilitation techniques to guide discussion and decision-making.
- Manage time, participants, and conflict during meetings.
- Record and distribute minutes and follow-up actions efficiently.
- Evaluate meeting effectiveness and continuous improvement strategies.
- Apply best practices for virtual and hybrid meetings.

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Why Attend

Poorly managed meetings waste valuable time and resources. This course empowers professionals to lead meetings that inspire participation, foster collaboration, and achieve results. Whether you are a manager, supervisor, or team member, mastering the art of meeting management will improve your communication effectiveness, decision-making, and leadership influence. The techniques learned can be applied to in-person, virtual, and hybrid meetings alike.

Target Audience

This course is designed for:

- Managers, Supervisors, and Team Leaders
- Project Managers and Coordinators
- Executives and Department Heads
- Administrative and HR Professionals
- Anyone responsible for organizing or leading meetings

Individual Benefits

- Develop strong meeting planning and facilitation skills.
- Communicate clearly and confidently in group discussions.
- Improve leadership presence and decision-making ability.
- Save time through structured and focused meetings.
- Learn techniques to handle challenging participants diplomatically.
- Increase professional credibility and influence through productive interactions.

Organizational Benefits

- Reduce time and resource wastage due to ineffective meetings.
- Improve interdepartmental coordination and communication.
- Foster a culture of accountability and follow-through.
- Enhance team morale and participation in decision-making.
- Strengthen project planning and execution through clear discussions.
- Build leadership and communication capability across the organization.

Instructional Methodology

The program uses a highly interactive and practical learning approach, including:

- Instructor-led discussions and role-playing sessions
- Real-world meeting case studies
- Group simulations and facilitation exercises
- Practical tools and templates for meeting management
- Peer feedback and reflection activities
- Guidelines for managing virtual and hybrid meetings

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Course Outline

Module 1: Introduction to Effective Meeting Management

Module 2: Planning and Preparing for a Successful Meeting

Module 3: Developing Agendas and Defining Objectives

Module 4: Facilitation Skills for Meeting Leaders

Module 5: Managing Time, Participation, and Conflict

Module 6: Taking Minutes and Ensuring Action Follow-Up

Module 7: Decision-Making and Consensus Building in Meetings

Module 8: Tools and Techniques for Virtual & Hybrid Meetings

Module 9: Evaluating Meeting Effectiveness and Continuous Improvement

Module 10: Capstone Exercise – Conducting a Model Effective Meeting

Certification

Upon successful completion, participants will receive a Certificate in Effective Meeting Management, recognizing their ability to plan, conduct, and lead meetings that achieve clear, measurable outcomes.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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