

# EFFECTIVE MEETING MANAGEMENT (MAKING MEETINGS WORK – HOW TO PLAN, CONDUCT & MANAGE MEETINGS)

**28-29 NOV 2022**  
• **9AM-5PM.**  
**ONLINE**

Are unproductive meetings causing  
WASTED TIME in UCSI?  
Do you wish meetings you attend are  
more fruitful?  
Are you obtaining lower than optimum  
results from meetings you chair?  
If your answer is YES to any of the  
questions above, then you must attend  
this training immediately!  
“DRIVING DYNAMIC MEETINGS”

## **LEARNING OUTCOMES**

- 8 purposes of meetings and key elements of success
- Assessing the effectiveness of your current meetings - “Self Test”
- Calculate wastages of your meetings and how to reduce it
- Geometric Psychology - Understanding the participants
- Right questions at the Right time
- Complete 8 step guide to conduct an effective virtual meeting

To register, please submit the training requisition form (TRF) to  
[khairulizzuddin@ucsigroup.com.my](mailto:khairulizzuddin@ucsigroup.com.my) or you may contact Khairul at Ext 2421



# COURSE OUTLINE

## **SECTION 1: MEETING ANALYSIS**

- Precise objective of the meeting
- The importance of an agenda and how to develop one
- 5 purposes of meetings
- What should you do before, during & after the meeting
- Evaluating the meeting process
- Following up on discussions and meetings

## **SECTION 2: WHY MEETINGS OFTEN WASTE TIME**

- How not to set aside the company's original goals
- How to avoid satisfying personal needs
- The correct timing
- How to shorten meetings
- Usage of visual aids and how to handle other meeting equipment
- The secret to salvaging a poor meeting
- Tips for managing meetings you attend

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## **SECTION 4: CHAIRING A MEETING EFFECTIVELY**

- Important characteristics of a chairperson
- Styles of meeting leadership
- Selecting participants
- Opening the meeting
- Establishing ground rules
- The do's and don'ts
- Closing the meeting
- Mastering difficult situations
- Creative methods to stimulate effective problem solving
- How to achieve effective teleconferencing

## **A BIT ABOUT ME**

### **SANDRA ANNE GHOUSE**

Sandra is the Founder/MD of 3E Training & Education. She possesses more than 28 years of experience as a Corporate Soft Skill Trainer. She specialises today in Engagement, Enhancement and Empowerment programmes where she helps employees, entrepreneurs and marginalised people (including refugees) increase results and productivity.

