

## Running Effective Meeting

### Description



### Meeting Mastery: From Time-Wasting to Results-Driving

**Meeting Mastery: From Time-Wasting to Results-Driving**  
**Transform Your Meetings from Dreaded Time-Drains to Powerful Productivity Engines**

## Running Effective Meetings

## course details

# Running Effective Meetings

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## Target Audience

This course is ideal for:

? Managers

? Supervisors

? Team Leaders

? Project managers

? Executives seeking to optimize their limited time

? Leaders/Managers seeking to improve organizational performance

? Decision-makers

## Course Overview

This comprehensive course transforms workplace meetings from time-wasters into productive collaboration sessions. Through eight systematic modules, participants learn evidence-based strategies for planning, facilitating, and following up on meetings that achieve clear objectives efficiently. The program covers everything from strategic meeting design to virtual facilitation, decision-making frameworks, and building organizational meeting culture. Ideal for managers, team leaders, and anyone responsible for conducting effective meetings in modern workplace environments.

## Benefits For Employers

This course is ideal for:

? **MQA Approved, HRDC Refundable**

? **Increased Productivity** – Efficient meetings free up time for value-added work activities

? **Better Decision Quality** – Structured frameworks lead to more thoughtful, informed decisions

? **Cost Reduction** – Fewer, shorter meetings reduce labor costs and improve resource utilization

? **Enhanced Employee Engagement** – Meaningful meetings improve morale and participation

? **Improved Communication** – Clear meeting processes enhance organizational information flow

? **Faster Project Execution** – Effective follow-through accelerates implementation of decisions

? **Competitive Advantage** – Efficient collaboration gives edge in fast-moving markets

? **Remote Work Success** – Strong virtual meeting skills support flexible work arrangements

? **Cultural Improvement** – Professional meeting standards elevate overall workplace culture

? **Leadership Development** – Build stronger facilitation capabilities across management levels

## Course Benefits

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

? **Scientific Meeting Methodology** – Apply evidence-based practices for productive collaboration

? **Strategic Meeting Design** – Choose appropriate formats and reduce unnecessary meetings

- ? **Professional Facilitation Skills** – Master techniques for balanced participation and time management
- ? **Decision-Making Expertise** – Implement structured approaches to group decisions and consensus building
- ? **Conflict Resolution** – Handle difficult dynamics and maintain psychological safety
- ? **Virtual Meeting Mastery** – Excel in remote and hybrid meeting environments
- ? **Accountability Systems** – Create effective follow-through and action item tracking
- ? **Cultural Transformation** – Build organization-wide productive meeting practices
- ? **Cost-Benefit Analysis** – Understand true meeting costs and optimize resource allocation
- ? **Leadership Credibility** – Develop reputation for running efficient, results-oriented meetings

## Course Content

What You'll learn:

- ? **Module 1: Meeting Strategy & Purpose** – Cost analysis, meeting typology, and reduction strategies
- ? **Module 2: Agenda Design & Pre-Meeting Preparation** – Purpose-driven construction and communication
- ? **Module 3: Meeting Facilitation Fundamentals** – Opening techniques, participation, and time management
- ? **Module 4: Decision-Making Frameworks** – Structured approaches and consensus building
- ? **Module 5: Managing Difficult Meeting Dynamics** – Conflict resolution and psychological safety
- ? **Module 6: Virtual & Hybrid Meeting Excellence** – Technology optimization and remote engagement
- ? **Module 7: Meeting Follow-Through & Accountability** – Documentation, tracking, and momentum maintenance
- ? **Module 8: Building a Productive Meeting Culture** – Organizational norms, policies, and guidelines
- ? **Module 9: Advanced Facilitation Techniques** – Complex group dynamics and specialized meeting types
- ? **Module 10: Measuring Meeting Effectiveness** – ROI assessment and continuous improvement strategies



MAURITIUS QUALIFICATIONS AUTHORITY



## Course Features

- Certificate of Completion
- Entry Requirements – Any
- Flexible day and dates

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## Benefits To The Learner

- ? Certificate of Completion
- ? **Meeting Facilitation Expertise** – Gain confidence in leading productive collaborative sessions
- ? **Strategic Thinking Skills** – Develop ability to design purpose-driven meeting strategies
- ? **Communication Mastery** – Build advanced skills in group communication and conflict management
- ? **Technology Proficiency** – Excel in virtual and hybrid meeting environments
- ? **Decision-Making Leadership** – Learn frameworks for guiding groups to effective decisions
- ? **Professional Credibility** – Build reputation as efficient, results-oriented meeting leader



- ? **Time Management Skills** – Optimize personal and team productivity through better meeting practices
- ? **Change Management** – Influence organizational culture toward more productive collaboration
- ? **Career Advancement** – Develop highly valued facilitation and leadership competencies
- ? **Stress Reduction** – Transform frustrating meetings into productive, energizing experiences

## Why Enrol in this Course

### Talk to Us!

[Contact Us Now](#)



### Practical-Focused Curriculum

Designed by professionals for real-world application



### Interactive Learning

Combination of theory with practical exercises and case studies



### Flexible Study Format

Professional-friendly scheduling for working managers



## **Online Tutoring**

Guidance and support providing one-on-one assistance and feedback online



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## pricing packages

### Choose Your Pricing Plan

**Flexible payment options designed to fit different budgets and learning needs, with various packages available to make quality management education accessible and affordable.**

#### Mauritius

##### workshop

- MUR 12,000
- 5 hours
- MQA Approved
- HRDC Refundable
- Certificate of Attendance2

##### standard

- MUR 24,000
- 16 Hours
- MQA Approved
- HRDC Refundable
- Certificate of Participation

##### premium (most popular)

- MUR 32,000
- 24 Hours
- MQA Approved
- HRDC Refundable

- Certificate of Completion
- Conducted in a Hotel
- All Comprehensive modules
- Highly Interactive Sessions
- Personal Development Plan
- Individual Coaching
- Advice/Guidance/Follow-up after Course

## **International**

### **workshop**

- USD 350
- 5 hours
- Online – Interactive sessions
- Certificate of Attendance

### **standard**

- USD 550
- 16 Hours
- Online – Interactive sessions
- Certificate of Participation

### **premium (most popular)**

- USD 700
- 24 hours
- MQA Approved
- HRDC Refundable
- Certificate of Completion
- All Comprehensive modules
- Highly Interactive Sessions
- Personal Development Plan
- Individual Coaching
- Advice/Guidance/Follow-up after Course

## **Limited Promotion**

**Get up to 15% discount for registration in the Premium and Standard Packages this month!**

## **Reviews**



**Fabien D.**  
Asst HR Manager – Moroil

I have learnt a lot of new things in this Key Managerial Skills course that make a think about myself, my career, my job and have a different approach to work. I really enjoyed the training as it was very interactive and the trainer shared a lot of practical solutions to work problems. I will recommend this course to other professionals, especially those aspiring to be Managers.



**Irshaad E.**  
Senior Lab Technician – Natec

The Key Managerial course has totally transformed my way of thinking, I learnt a lot of new things that are going to be useful in my professional life as well as my personal life. The trainer shared so much information about what a manager should know to do his/her job properly. I really recommend this course to all Managers and aspiring managers.



**Avish P.**  
Taylor Smith

The Managerial Skills course has enabled me to rethink about myself, my passion, the things which I had forgotten. I learnt a lot, especially how to manage more efficiently. I spent very nice time in the course as I would not have imagined the course to be so interactive. The trainer shared a lot with us. I recommend this course to all managers and aspiring managerial position.



**Mattieu F.**

Asst. Operations Manager Taylor Smith

I would not have thought that the Managerial Skills course could be that much interactive. The trainer listened to us, enlightened so much on many important things on the roles, qualities and skills of managers. She made us think about ourselves. Fantastic. I would recommend this course to all Managers and all those aspiring to Manager's position.

## Contact Information

### Office Location

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## Get in touch with us

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