



Conducting Effective Meetings:

Meetings are occasions when people come together to get something done, whether it is to share information or make decisions. Too many meetings are unsuccessful; too long, unfocused, unimportant, unproductive, led by dominant or unskilled individuals, time wasting, boring, etc. These kinds of meetings leave participants dreading the next one. However, what makes a good meeting?

Meetings can really help in decision making and planning. They do not have to be painful. They can even be fun. Moreover, you can learn how to make your meetings both useful and enjoyable for everyone there. Effective meetings help your group reach its goals. This course focuses on key elements for holding effective meetings.

Conducting Meeting



Course Methodology:

This highly interactive, hands-on meeting management course teaches participants what to do before, during, and after meetings in order to get more results instead of more meetings.

Who Should Attend?

Anyone who chairs regularly attends or is bored/frustrated in meetings.

Customized Training Services

Customized Training Services caters for busy schedules and differing abilities thus providing a flexible approach to modern training needs. Training programs may be developed and delivered within your community center, business or organization. To cater your organization/employees' needs please contact us at beec.buitems@gmail.com

Training Date

Date	Duration	Timing
July 26- 28	3 days	9:00 am – 2.00 pm

Course Fee

14,000

Manager Trainings

BUITEMS Executive Education Center

Directorate of University Advancement & Financial Assistance, Sir Syed Block, BUITEMS Takatu Campus, Airport Road, Quetta.

UAN: (81) 111-717-111 (Ext. 744 / 747), Cell #: 0092-3337866919.

Email: beec@buitms.edu.pk, beec.buitems@gmail.com