



University  
College of the Caribbean

Corporate Education

& Management Services Solutions

17 Worthington Avenue, Kingston 5

Tel# 935-0997 / 0977 / 0999 Fax # 929-8044

Email: [executiveed@ucc.edu.jm](mailto:executiveed@ucc.edu.jm)

## Successful Meeting Planning Training Seminar

### **Who Should Attend:**

The target audience for this training seminar is executive secretaries, senior secretaries, administrative assistants, administrative secretaries, administrative coordinators, executive assistants, meeting coordinators and any individual with an office support function or responsibility for planning meetings.

### **Objectives:**

At the end of this training seminar participants will be able to:

- Make meetings shorter, more focused and productive.
- Have clear guidelines for the planning, preparation and structure of meetings.
- Apply the skills of leading, processing and controlling meetings.
- Participate actively and make effective contributions.

### **Content:**

- Common problems associated with meetings.
- Responsibilities of the meeting leader.
- Planning the meeting: the purpose and objective.
- Deciding the type of meeting, level of formality and leading/chairing style.
- Planning the structure: drawing up a sequential, informative, timed agenda.
- Leading meetings: effective, positive, motivational introductions, clarifying ground rules/objectives.
- Introducing agenda items, clarifying and gaining agreement with objectives.
- Processing discussions: use of statements, questions, listening, acknowledging, clarifying, summarizing, confirming.
- Gaining positive participation. Concluding positively: by gaining agreement on actions, accountabilities and deadlines.
- Exploring different situations/behaviours: reviewing options for handling these appropriately.
- Participating: the importance of proper planning, preparation and presentation; making a constructive contribution, stating your case and listening; supporting individuals, building on their contributions and ideals.