Garnet
Garnet Global Training Center

GGT-PD-109

Personal Effectiveness & Office Skills

Minute Taking & Meeting Management

كتابة المحاضر وإدارة الاجتماعات

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (management)**

Overview

This program treats Minute Taking & Meeting Management as a managed system: policies, roles, resources, performance indicators and continual improvement. Core skills that make every professional more productive and easier to work with. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Set up and run Minute Taking & Meeting Management as a managed process with clear roles.
- Report clearly to senior management and stakeholders.
- Manage contractors, suppliers and internal customers.
- Plan resources, budgets and schedules realistically.
- Define KPIs and build simple dashboards for management.

Who should attend

Employees at all levels, new supervisors and administrative staff. It suits supervisors, section heads and specialists who manage, or are about to manage, this area.

Key topics

- Time and priority management
- Communication and writing
- Working with others
- Problem solving
- Digital productivity
- Personal development planning

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Minute Taking & Meeting Management: the management framework

- Time and priority management
- Measurement and reporting

Day 2 Planning, resources and budgets

- Communication and writing
- Working with others

Day 3 Performance measurement and control

- Problem solving
- Hands-on workshop on a workplace challenge

Day 4 Risk, compliance and improvement

- Digital productivity
- Common mistakes and how to avoid them

Day 5 Management case study and action plan

- Personal development planning
- Regional and international case studies

10-day outline

Day 1 Minute Taking & Meeting Management: the management framework

- Time and priority management
- Measurement and reporting

Day 2 Planning, resources and budgets

- Communication and writing
- Working with others

Day 3 Performance measurement and control

- Problem solving
- Hands-on workshop on a workplace challenge

Day 4 Risk, compliance and improvement

- Digital productivity
- Common mistakes and how to avoid them

Day 5 Management case study and action plan

- Personal development planning
- Regional and international case studies

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Checklists and templates to take away

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Group discussion and peer review

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
15–19 Mar 2027	5-day classroom	Dubai	English	4,750
2–13 May 2027	10-day classroom	Amman	English	8,950
5–9 Jul 2027	5-day classroom	Casablanca	Arabic	4,750
13–17 Sep 2027	5-day online	Live online	Arabic	2,950
3–14 Jul 2028	10-day online	Live online	Arabic	5,450
2–13 Oct 2028	10-day classroom	Abu Dhabi	English	8,950
6–10 Nov 2028	5-day classroom	Amsterdam	English	4,750
17–21 Dec 2028	5-day classroom	Riyadh	Arabic	4,750
2–6 Apr 2029	5-day classroom	Istanbul	English	4,750

Dates	Format	City	Language	Fee (USD)
17–28 Jun 2029	10-day classroom	Manama	Arabic	8,950
10–14 Sep 2029	5-day online	Live online	English	2,950
21–25 Oct 2029	5-day classroom	Doha	Arabic	4,750
14–18 Jan 2030	5-day classroom	London	English	4,750
13–24 May 2030	10-day classroom	Barcelona	English	8,950
9–20 Sep 2030	10-day online	Live online	English	5,450
9–13 Dec 2030	5-day classroom	Singapore	English	4,750

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/