



Meeting Management & Minute Taking

Administration, Communication & Customer Service

QGT-ADM-116 | Foundation | 5 or 10 days | Online, classroom, in-house

Course overview

Meeting Management & Minute Taking is an introduction that builds a solid working knowledge in Meeting Management & Minute Taking. It covers the principles, the requirements of international service and communication best practice, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Meeting Management & Minute Taking
- Apply the relevant requirements of international service and communication best practice
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for administrative staff, executive assistants, marketing, sales and customer-facing teams, new joiners and anyone who needs a solid grounding in the subject.

Course outline (5 days)

Day 1: Principles and terminology

Scope, key definitions and how Meeting Management & Minute Taking fits into daily operations

Day 2: Codes, standards and requirements

What international service and communication best practice require, and how to read them

Day 3: Methods, tools and calculations

Step-by-step methods, checklists and worked examples

Day 4: Operation, inspection and common problems

Typical failures, warning signs and what to do about them

Day 5: Case studies, workshop and assessment

Group exercise on real cases and a final knowledge check

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
8–12 Feb 2027	Nairobi	Classroom	5 days	\$5,500
31 May – 11 Jun 2027	Dubai	Classroom	10 days	\$9,900
14–18 Jun 2027	Kuala Lumpur	Classroom	5 days	\$5,500
11–22 Jul 2027	Kuwait City	Classroom	10 days	\$9,900
30 Aug – 3 Sep 2027	Online (live)	Online (live)	5 days	\$3,000
16–20 Jan 2028	Cairo	Classroom	5 days	\$5,500
30 Jan – 10 Feb 2028	Al Khobar	Classroom	10 days	\$9,900
19–23 Mar 2028	Riyadh	Classroom	5 days	\$5,500
14–25 Aug 2028	Geneva	Classroom	10 days	\$9,900
4–8 Sep 2028	Online (live)	Online (live)	5 days	\$3,000
16–20 Jul 2029	Munich	Classroom	5 days	\$5,500
2–13 Sep 2029	Manama	Classroom	10 days	\$9,900
10–14 Sep 2029	Cape Town	Classroom	5 days	\$5,500
12–23 Nov 2029	Frankfurt	Classroom	10 days	\$9,900
3–7 Dec 2029	Online (live)	Online (live)	5 days	\$3,000
28 Jan – 1 Feb 2030	Paris	Classroom	5 days	\$5,500
10–21 Feb 2030	Jeddah	Classroom	10 days	\$9,900
3–7 Jun 2030	Lisbon	Classroom	5 days	\$5,500
22 Sep – 3 Oct 2030	Muscat	Classroom	10 days	\$9,900
14–18 Oct 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/meeting-management-and-minute-taking/>

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