



Meeting Management & Minute Taking: Practical Workshop

Administration, Communication & Customer Service

QGT-ADM-152 | Practical workshop | 5 or 10 days | Online, classroom, in-house

Course overview

Meeting Management & Minute Taking: Practical Workshop is a hands-on workshop built around exercises and real site problems 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 who want practice rather than theory.

Course outline (5 days)

Day 1: Workshop briefing and baseline

Participants bring a real problem from their own site

Day 2: Guided practice 1

Hands-on exercises using templates, checklists and calculators

Day 3: Guided practice 2

Simulations and role-play based on Meeting Management & Minute Taking scenarios

Day 4: Field cases from the Gulf and Africa

Analysing what went wrong and what worked

Day 5: Action plan and peer review

Each participant leaves with a reviewed improvement plan

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
25–29 Jan 2027	Bangkok	Classroom	5 days	\$5,500
28 Mar – 8 Apr 2027	Doha	Classroom	10 days	\$9,900
21–25 Jun 2027	Barcelona	Classroom	5 days	\$5,500
9–20 Aug 2027	Cape Town	Classroom	10 days	\$9,900
8–12 Nov 2027	Online (live)	Online (live)	5 days	\$3,000
10–14 Jan 2028	Bangkok	Classroom	5 days	\$5,500
28 Feb – 10 Mar 2028	Toronto	Classroom	10 days	\$9,900
23–27 Jul 2028	Erbil	Classroom	5 days	\$5,500
31 Jul – 11 Aug 2028	Madrid	Classroom	10 days	\$9,900
13–17 Nov 2028	Online (live)	Online (live)	5 days	\$3,000
25 Feb – 1 Mar 2029	Salalah	Classroom	5 days	\$5,500
9–20 Apr 2029	Houston	Classroom	10 days	\$9,900
16–20 Jul 2029	Lagos	Classroom	5 days	\$5,500
20–31 Aug 2029	Barcelona	Classroom	10 days	\$9,900
3–7 Dec 2029	Online (live)	Online (live)	5 days	\$3,000
5–9 May 2030	Cairo	Classroom	5 days	\$5,500
29 Jul – 9 Aug 2030	Baku	Classroom	10 days	\$9,900
12–16 Aug 2030	London	Classroom	5 days	\$5,500
6–17 Oct 2030	Muscat	Classroom	10 days	\$9,900
25–29 Nov 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-practical-workshop>

WhatsApp: +971 50 697 0908

Email: training@qimmatrainig.com

