



## Meeting Management and Facilitation for the Petroleum Industry - MMF

### COURSE

#### About the Course

Meetings remain a boon or curse to corporate communication. Properly planned and managed, meetings are extremely positive and dynamic ways to exchange ideas, shape policy, resolve problems, effect change, etc. However, when poorly designed and implemented, meetings accomplish little. They become virtual breeding grounds for confusion, tension, frustration, boredom, and negativity. This course is for petroleum industry professionals who plan and conduct meetings. During this interactive 2-day session, participants will learn how to perfect meeting facilitation skills; master meeting agenda design skills; and polish meeting communication skills so that they'll be able to run meetings efficiently, effectively, and smoothly. Participants will be given ample opportunity to practice what they're learning in class and to receive feedback about those areas of meeting management and facilitation they do well and those areas that they'll need to improve.

*"Liked mock meeting and instruction in general."* - Project Engineer

*"High professional interaction by Dr. Pelton! I enjoyed these two days very much."* - Controller, Germany

#### Target Audience

Petroleum industry professionals who plan, conduct, and manage meetings.

#### You Will Learn

Participants will learn how to:

- Run efficient face-to-face and/or on-line meetings
- Prepare and implement meeting agendas
- Incorporate meeting facilitation techniques and tools
- Understand meeting roles and responsibilities
- Use meeting facilitation tools
- Master meeting management skills, i.e., using time wisely, avoiding topic confusion, handling personal attack, avoiding 'traffic' problems, dealing with individual and group communication, and maintaining topic (agenda) focus
- Recognize and understand the various roles that a facilitator plays during the course of a meeting
- Speak in front of others

## Course Content

- Speaking skills
- Time management in meetings
- Agenda creation
- Conflict management
- Meeting facilitation aids

## Product Details

Categories: [Upstream](#)

Disciplines: [Energy Business](#)

Levels: [Foundation](#)

Product Type: [Course](#)

Formats Available: [In-Classroom](#)

Instructors: [David Pelton](#)