Strategic Meeting Management and Collaboration Dynamics Training Course



14 - 18 Dec 2026

Boston

7500 € (Per Person)

Ref: #PRO8172_75750

Course Introduction / Overview:

In today's fast-paced corporate environment, meetings are the primary vehicle for decision-making, innovation, and collaboration. However, poorly managed meetings can become a significant drain on resources, time, and employee morale. This course addresses this critical challenge by moving beyond basic facilitation to a strategic approach to meeting management and collaboration dynamics. As highlighted by organizational health expert Patrick Lencioni in his influential book, "Death by Meeting," the key to transformative meetings lies in making them compelling and effective. This program is designed to equip participants with the advanced skills needed to design, lead, and contribute to meetings that generate tangible results and foster a culture of high-impact collaboration. BIG BEN Training Center has developed a comprehensive curriculum that integrates proven methodologies with the latest insights into group psychology and communication. Participants will learn to master every phase of the meeting lifecycle, from meticulous planning and agenda setting to navigating complex team dynamics and ensuring decisive follow-through, transforming meetings from obligatory time-sinks into powerful catalysts for organizational success and team synergy.

Target Audience / This training course is suitable for:

- Team Leaders and Supervisors.
- Project Managers and Program Coordinators.
- Department Heads and Functional Managers.
- Executives and Senior Leadership.
- Human Resources and Organizational Development Professionals.
- Scrum Masters and Agile Coaches.
- Anyone responsible for leading or facilitating meetings.
- Cross-functional team members seeking to improve collaboration.

Target Sectors and Industries:

- Information Technology and Telecommunications.
- Financial Services and Banking.
- Healthcare and Pharmaceuticals.
- Engineering and Construction.
- Consulting and Professional Services.
- Manufacturing and Logistics.
- Governmental Bodies and Public Sector Agencies.
- Non-Profit and Educational Institutions.

Target Organizations Departments:

- Project Management Office (PMO).
- Human Resources and Training.
- Operations and Production.
- Sales and Marketing.
- Research and Development (R&D).
- Executive Management and Strategy.
- Information Technology (IT).
- Customer Service and Support.

Course Offerings:

By the end of this course, the participants will have able to:

- Design strategic meeting agendas that align with organizational goals.
- Facilitate engaging and productive meetings for in-person, virtual, and hybrid teams.
- Apply advanced techniques to manage group dynamics and encourage balanced participation.
- Navigate and resolve conflicts constructively within a meeting context.
- Implement structured decision-making frameworks to achieve clear outcomes and consensus.
- Master the art of active listening and powerful questioning to deepen discussions.
- Effectively manage difficult participants and challenging behaviors.
- Ensure accountability through robust action planning and follow-up processes.
- Foster a culture of psychological safety to enhance creativity and collaboration.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, experiential, and participant-centered, ensuring that learning is both engaging and directly applicable to the workplace. This course moves beyond traditional lectures to immerse participants in a dynamic learning environment. A significant portion of the program is dedicated to practical application through role-playing scenarios, real-world case study analysis, and collaborative group exercises that simulate common meeting challenges. Participants will receive personalized feedback from the instructor and peers, allowing for immediate skill refinement. The methodology incorporates interactive discussions, brainstorming sessions, and the use of diagnostic tools to help individuals understand their own communication and facilitation styles. We emphasize a hands-on approach where participants will practice facilitating sessions, managing conflict, and applying decision-making models in a safe and supportive setting. This ensures that attendees leave not just with theoretical knowledge, but with the confidence and practical skills to transform their organization's meeting culture from day one.

Course Agenda (Course Units):

Unit One: Foundations of Strategic Meeting Management

- The true cost of ineffective meetings on organizational productivity.
- Defining the purpose and desired outcomes for every meeting.
- The anatomy of a powerful and results-oriented agenda.
- Assigning roles and responsibilities for maximum meeting effectiveness.
- Principles of meeting design for different contexts (e.g., brainstorming, decision-making).
- Pre-meeting communication strategies to ensure participant preparedness.
- Understanding the psychology behind meeting engagement and disengagement.

Unit Two: Advanced Facilitation and Engagement Techniques

- The core competencies of a master facilitator.
- Techniques for managing time, energy, and focus during meetings.
- Leveraging visual aids and interactive tools to boost participation.
- Strategies for facilitating virtual and hybrid meetings effectively.
- Mastering the art of questioning to stimulate critical thinking.
- Techniques for encouraging input from all participants, including introverts.
- Summarizing discussions and crystallizing key takeaways in real-time.

Unit Three: Navigating Collaboration and Team Dynamics

- Understanding the stages of group development and their impact on meetings.
- Building psychological safety to foster open dialogue and innovation.
- Identifying and adapting to different communication and behavioral styles.
- Strategies for building consensus and managing dissent productively.
- Fostering an inclusive environment for diverse teams.
- The role of non-verbal communication in group dynamics.
- Techniques for enhancing trust and rapport within collaborative teams.

Unit Four: Decision-Making and Constructive Conflict Resolution

- Exploring various decision-making models (e.g., consensus, majority, consultative).
- A framework for selecting the right decision-making approach.
- Techniques for surfacing, exploring, and resolving conflict.
- Managing difficult personalities and disruptive behaviors professionally.
- Separating people from the problem to focus on shared interests.
- Strategies for navigating power dynamics and hierarchical influences.
- Reaching durable agreements and securing commitment from all stakeholders.

Unit Five: Post-Meeting Excellence and Fostering a Better Meeting Culture

- The art of writing concise, clear, and action-oriented meeting minutes.
- Developing and managing a robust action item tracking system.
- Gathering feedback to continuously improve meeting effectiveness.
- Techniques for conducting effective meeting debriefs and retrospectives.
- Championing a positive and productive meeting culture within the organization.
- Personal action planning for implementing new skills.
- Presenting a business case for transforming your organization's meeting practices.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How might an organization's deep-seated cultural norms challenge the implementation of a new, more collaborative meeting framework, and what leadership qualities are essential to overcome this resistance?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by moving beyond the procedural mechanics of meeting management to address the complex human element at the heart of effective collaboration. While other programs may focus solely on agenda templates and timekeeping, this training delves into the nuanced psychology of group dynamics, conflict resolution, and collaborative leadership. We place a strong emphasis on building psychological safety, a critical component for innovation and honest dialogue that is often overlooked. The curriculum is built around practical, real-world scenarios, enabling participants to not only learn theories but to actively practice navigating difficult conversations and facilitating complex decisions in a controlled environment. Furthermore, the course integrates specific strategies for virtual and hybrid environments, recognizing the new reality of the modern workplace. It is not just about running efficient meetings; it is about transforming them into strategic assets that build stronger teams, foster inclusive participation, and drive decisive action, equipping leaders with the sophisticated interpersonal skills required for true collaborative excellence.