

Meeting Management and Committee Governance

21 - 25 Dec 2026
Barcelona - Eixample district four-star

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Ref.: 1031_366 **Date:** 21 - 25 Dec 2026 **Location:** Barcelona - Eixample district four-star
Fees: 18750 **SAR**

This five-day programme addresses the discipline that turns meetings and committees into decision engines. Curriculum covers committee charters and terms of reference, agenda and paper standards, quorum and decision rules, chairing technique, minute-taking and decision logs, action tracking and follow-through, and rationalising an overloaded committee landscape.

Training Course Categories

Customer Experience & Service Excellence (CX)	Digital & Data Transformation
Environment, Sustainability & ESG	Executive Skills & Corporate Communication
Governance, Risk & Compliance (GRC)	Human Capital Development & Future Skills (HCDP)
Innovation & Corporate Entrepreneurship	Leadership & Organisational Change
Organisational & Operational Excellence	Partnership Building & Third Sector Engagement
Performance Management & Impact Measurement (OKRs/KPIs)	Project, Programme & Portfolio Management (PPM) & PMO

Training Cities

Amsterdam

Netherlands

Barcelona

Spain

Dammam

Saudi Arabia

Dubai

United Arab Emirates

Jeddah

Saudi Arabia

London

United Kingdom

Paris

France

Riyadh

Saudi Arabia