



INSTITUTE OF COST & MANAGEMENT ACCOUNTANTS OF PAKISTAN

LAHORE BRANCH COUNCIL
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COMMITTEE

One Day Workshop on **“Effective Business Meetings”**

Meetings Are Work – And, Great Meetings Take Lot of Work

Every meeting is a great meeting; an effective and productive meeting will remain the endeavor of a blend of proper home-work, concise brainstorming and a successful subsequent follow-up. The meeting must start with cheers and end up with enhancement of the participants’ motivation, on a happy note and foremost thing, “a sense of achievement”. People spend so much time in meetings and certainly turning this meeting time into sustained results is always a priority for any successful organization. Actions that make meetings successful require management before, during, and after the meeting. LBC remains looking forward for kneading the way ahead for the professionals’ fraternity. LBC is proud to organize this workshop which aims at providing the business leaders with professional techniques and skills for arranging and conducting effective and productive business meetings.

WHO SHOULD ATTEND

Directors, CEOs, Team Leaders, Supervisors, Entrepreneurs, Managers, Business Executives / Professionals

SKILLS YOU WOULD LEARN

The participants shall learn the professional approach of the Business Meetings in three important phases:

1- Before The Meeting; 2- During the Meeting; and, 3- After the Meeting.

METHODOLOGY

Instructor-led, rational driven case studies, learning by doing individually as well as through group exercises

WORKSHOP LEADER

Mr. Saeed A. Shaikh, FCMA, FPA, LLB has more than 25 years diversified experience in leading industrial and construction groups. Currently, he is heading a consultancy firm with its presence in Middle East too. His areas of expertise are Banking, Finance, Contracts, Claims and Legal management. He is also a **Certified Faculty in Leadership Development of Lions Club, USA** since 2002 and been engaged in various nation-wide Leadership Development and Training Programmes.

Schedule:	Dates: February 16, 2010 Timings: 10:00 a.m. to 05:00 p.m. Working Tea will be served during the session A networking Lunch will be served during Lunch /Prayer break i.e. 1.00 p.m to 2.00 p.m
Investment:	ICMAP/ ICAP Members/ Qualified CMAs: Rs. 700/- Students of ICMAP: Rs. 500/- Non Members: Rs. 1,000/-
CPD Hours:	04 Hours
Venue:	ICMAP Building 42-Ferozepur Road Lahore.

MUHAMMAD YASIN
Chairman, CPD Committee
Lahore Branch Council, ICMAP.
Cell # 0332- 848 6004

MUHAMMAD IMRAN AFZAL
Chairman,
Lahore Branch Council, ICMAP.
Cell # 0321-941 5554

WORKSHOP CONTENTS

Session 1: Before the Meeting

From 10:00 a.m. to 12:00 a.m.

- You can do all the needed follow-up, but without an effective meeting plan to start, your results will disappoint.
- Actions before the meeting establish the groundwork for accomplishing meeting results.
- Plan the meeting
- Meeting that produces results, begin with meeting planning.
- Establish doable goals for your meeting
- The goals you set will establish the framework for an effective meeting plan.
- Your meeting purpose will determine the
 - Meeting focus
 - The meeting AGENDA, and
 - The meeting participants

Session 2: During the Meeting

From 12:00 a.m. to 3:00 p.m.

(Lunch /Prayer break from 1.00 p.m. to 2.00 p.m)

- Effective use of meeting time builds enthusiasm for the topic.
- It generates commitment and a feeling of accomplishment from the participants.
- People feel part of something bigger than their day-to-day challenges.
- Believe it that a well-facilitated, acting meeting, that sets the stage for follow-up, will produce meeting results.
- Effective meeting facilitation starts with
 - A review of the goals, or
 - Anticipated outcomes, and
 - The agenda

Session 3: After the Meeting

From 3:00 p.m. to 05:00 p.m.)

- Actions and planning before and during the meeting play a big role in helping you achieve expected, positive, and constructive outcomes.
- Your actions following the meeting are just as crucial.
- Follow-up at the next scheduled meeting is never enough of an investment to ensure results
- Begin by publishing your minutes and action plan within 24 hours.
- People will most effectively contribute to results if they get started on action items right away.



Institute of Cost & Management Accountants of Pakistan
Lahore Branch Council

(Registration Form)

Particulars

Name : _____

Member/Reg. No.: _____

Organization: _____

Designation: _____

Address: _____

Contact (Res): _____ Cell: _____

Contact (Off): _____ Fax: _____

E-mail: _____

Signature

Payment Details

Paid through cheque/DD/PO No. _____ dated _____ amounting
Rs. _____ of _____ (bank) _____ (branch).

Payment instrument to be made in favor of ICMAP Lahore. Cheque must be drawn on branches located in Lahore.

Received by Accounts Department _____

Remarks: _____

For registration please contact:

Mr. Muhammad Hussain, ACMA
Deputy Director, Corporate Relations Department
Institute of Cost and Management Accountants of Pakistan
ICMAP Building, 42, Ferozpur Road, Lahore.
Phone: 042-111 042 CMA(262); Fax: 042-7589185 Cell: 0300-8499912

For more information, please visit our website www.icmap.com.pk or email crd_lhr@icmap.com.pk