

Meeting Management & Facilitation for Petroleum Industry

Oil & Gas Engineering
Prague (Czech)
25 - 29 Aug 2025

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Meeting Management & Facilitation for Petroleum Industry

Ref: 321845_148424 **Date:** 25 - 29 Aug 2025 **Location:** Prague (Czech) **Fees:** 4400 **Euro**

Course Description

This intensive 5-day course equips petroleum industry professionals with essential skills for effective meeting management and facilitation. Participants will learn to design impactful agendas, facilitate productive discussions, and manage conflicts in both face-to-face and virtual settings. The course combines theory with practical exercises to enhance communication and leadership skills crucial for successful meetings in the petroleum sector.

Learning Objectives

- Design and implement effective meeting agendas tailored to petroleum industry needs
- Master facilitation techniques for both in-person and virtual meetings
- Develop strategies for managing conflicts and difficult personalities in meetings
- Enhance communication skills to ensure clear and concise information exchange
- Learn time management techniques to run efficient and productive meetings
- Understand and apply best practices for decision-making in petroleum industry meetings

Course Modules

Day 1: Foundations of Effective Meetings

- Understanding meeting types in the petroleum industry
- Roles and responsibilities in meetings
- Principles of effective agenda design
- Setting clear meeting objectives and outcomes

Day 2: Facilitation Skills and Techniques

- Core facilitation skills for petroleum industry professionals
- Managing group dynamics and encouraging participation
- Techniques for brainstorming and idea generation
- Facilitating virtual and hybrid meetings effectively

Day 3: Communication and Conflict Management

- Active listening and questioning techniques
- Strategies for managing difficult personalities
- Conflict resolution in high-stakes meetings
- Non-verbal communication and body language awareness

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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Day 4: Decision-Making and Problem-Solving

- Facilitating decision-making processes
- Problem-solving techniques for petroleum industry challenges
- Consensus-building strategies
- Managing time and keeping meetings on track

Day 5: Advanced Facilitation and Practical Application

- Facilitating complex technical discussions
- Strategies for large-group facilitation
- Measuring meeting effectiveness and gathering feedback
- Practical facilitation exercises and role-playing

Practical Wins for Participants

- Ability to design and lead more productive meetings, saving time and resources
- Enhanced skills in managing conflicts and difficult situations in meetings
- Improved communication techniques for clearer information exchange
- Increased confidence in facilitating both in-person and virtual meetings

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335