Meeting Management & Facilitation for Petroleum Industry

7 – 11 February 2027
Dubai (UAE)



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Ref: 321845_148430 **Date:** 7 – 11 February 2027 **Location:** Dubai (UAE) **Fees:** 4900 GBP

Why This Course

In the petroleum industry, meetings are where critical decisions are made, complex projects are aligned, and high-value operations are coordinated. Poorly managed meetings can lead to delays, misunderstandings, and costly inefficiencies. This intensive 1-week course equips professionals with the skills to design, lead, and facilitate productive meetings that drive results — whether in the boardroom, on-site, or in virtual environments.

What You'll Learn and Practice

By participating in this program, you will:

- Design structured, outcome-focused meeting agendas tailored to petroleum operations.
- Apply professional facilitation techniques in both face-to-face and virtual settings.
- Manage conflicts and difficult personalities effectively in high-stakes discussions.
- Strengthen communication skills for clear, concise, and impactful exchanges.
- Use time management tools to ensure meetings remain efficient and focused.
- Facilitate structured decision-making processes aligned with industry priorities.

The Program Flow

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

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

Individual Impact

- Greater confidence in leading structured and efficient meetings.
- Improved ability to manage discussions, resolve conflicts, and drive decisions.
- Stronger communication and facilitation skills in both physical and virtual environments.

Work Impact

- More productive meetings that save time and operational costs.
- Improved alignment across technical and operational teams.
- Faster, clearer decision-making in complex petroleum projects.
- Enhanced collaboration and reduced misunderstandings across departments.

Training Methodology

- Interactive workshops and real-world petroleum case scenarios.
- Practical facilitation simulations and role-playing exercises.
- Group discussions focused on real operational challenges.
- Structured feedback and coaching to strengthen facilitation style.

Beyond the Course

Participants will leave equipped to:



• Design and lead high-impact meetings across operational and strategic levels.
• Facilitate complex technical discussions with confidence and clarity.
• Build a culture of structured, efficient, and results-driven meetings within their organizations.

