Ajman Finance organizes the “Meeting Management and Meeting Minutes Preparation” program to enhance the skills and expertise of its cadres

Published: 19 May 2021

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In light of the trends witnessed by the government sectors in the Emirate of Ajman and in view of the importance of investing human capital and enhancing the productivity of national cadres, the Ajman Finance Department organized the “Meeting Management and Meeting Minutes Preparation” program, as part of its keenness to qualify national cadres and empower the qualified competencies in the department.

The program aims to provide the administrative leaders in the department with the skills of planning meetings, managing them, activating them, measuring the level of their quality and following up on their outputs, according to modern scientific and practical methods. It also aims to train employees to organize meetings effectively and efficiently so that they are employed in an optimal manner that contributes to achieving the department's goals.

Commenting on this topic, Asmaa Al Ali, Head of Human Resources at the department, said: “We recognize the importance of creating a happy and stimulating work environment for human capital as the main driver of sustainable development. Therefore, the Ajman Department of Finance is keen to employ all capabilities that would enhance the skills of national cadres, and thus contribute to improving the quality of work and government performance.”

She added: “Organizing the “Meeting Management and Meeting Minutes Preparation” program for the department’s cadres comes within the framework of our strategy, which places human capital at the forefront of its priorities. This program will meet the needs of employees in the field of activating and leading meetings according to a scientific methodology and international standards, which contributes to enhancing their performance and productivity.”

It is noteworthy that the “Meeting Management and Meeting Minutes Preparation” program aims to provide employees with administrative concepts and contemporary scientific and practical methods in the field of meeting management, developing their skills in how to prepare well for meetings and committees, and developing the necessary expertise to ensure the effectiveness and success of meetings.