

A Training Workshop on organization of, and participation in, Meetings

A training workshop on the organization of and participation in meetings took place at Abu-Dhabi, 18-25 November 1981. It was organized through the joint efforts of the United Arab Emirates Women's Federation and the Economic Commission for Western Asia (ECWA), under the sponsorship of Sheikha Fatima, wife of the Head of the State and president of the Women's Federation.

A brochure prepared by ECWA was distributed among the participants. It contained first, information regarding the kinds of meetings, the various methods of organizing them, their efficiency and capacities, and second, information regarding participation, its kinds, technical skills, human skills, ways of helping trainees develop their capacities for organization and improvement of skills.

The training staff included Dr. Hamed Ammar,

regional counselor for the development of human resources, ECWA; Mr. Farid Obeid, head of the Conference Services Sector, ECWA; Dr. Omaima Dahan, expert of the Economic Commission for Western Asia and technical director of the workshop; Dr. Thurayya Obeid, program director, ECWA.

There were 40 trainees, representing Bahrain, Iraq, Oman, the two Yemens and the United Arab Emirates.

The method used in training favored the actual participation of the trainees in free discussion and exchange of ideas. Emphasis was placed on the role of organization and participation skills in ensuring the success of meetings. Posters, advertisements and audio-visual methods were used to clarify and implement the concepts presented in the sessions.

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