

Course Syllabus

Course Title:	Meeting Management for Seafarers and Shore Teams
Course Duration:	4.5 Hours
Course Difficulty:	Intermediate
Course Category:	Leadership

Learning Outcomes

- Decide confidently when a meeting is the right tool and when a faster method serves the ship better
- Open and run meetings with a clear objective, a focused agenda and disciplined use of time
- Draw relevant information from every rank, department and culture before a decision is made
- Convert discussion into unambiguous decisions, owned actions and proportionate records
- Close the loop on every action through follow-up, escalation and performance review
- Adapt meeting practice to ship-shore, remote and hybrid conditions without losing decision quality
- Reduce unnecessary meeting time across the vessel while strengthening accountability and safety communication

References:	STCW Code (Model Courses 1.39 & 1.40) / ISM Code	MLC 2006, Standard A4.3 / Company SMS
	IMO human-element principles	

Course Subject	Time
Introduction • Course overview and the cost of unnecessary meetings • The Purpose - Prepare - Facilitate - Act - Follow Up meeting cycle • Competences to be achieved	
Chapter 1 – Meetings as a Maritime Management Tool • Deciding Whether a Meeting Is Necessary • Common Maritime Meeting Types • Human Factors That Shape Meeting Quality • Case Study – The 45-Minute Daily Meeting	0.5 Hour
Chapter 2 – Planning and Preparing the Meeting • Define the Purpose and Required Output • Select Participants and Roles • Build a Focused Agenda • Prepare the Meeting Environment • Case Study – Everyone Invited	0.75 Hour
Chapter 3 – Leading and Facilitating the Meeting • Open with Purpose • Create Useful Participation • Maintain Focus and Time • Manage Disagreement and Decision-Making • Close with Shared Understanding	1.0 Hour

Course Subject	Time
Chapter 4 – Decisions, Minutes, Actions and Follow-Up - Record Decisions Clearly - Build an Action Register - Produce Proportionate Minutes - Follow Through on Actions - Improve Recurring Meetings	0.75 Hour
Chapter 5 – Remote and Hybrid Maritime Meetings - Ship-Shore Communication Challenges - Remote Facilitation Controls - The Integrated Maritime Meeting Cycle - Course Synthesis and Workplace Application	0.5 Hour
Course Final Assessment	1.0 Hour