AETHEIS Technology Different

AI for Meeting Management

Meetings that decide

THE PROBLEM

Most meetings end without a decision, and the actions agreed are forgotten within a week. AI can do the preparation and the follow-up so the meeting time goes on deciding.

YOU LEAVE WITH

1. A decision-focused agenda and one-page brief for your next meeting.
2. Minutes, decisions and an owned action list produced from a transcript in 10 minutes.
3. A follow-up routine that chases actions without manual effort.

LEARNING OUTCOMES

- Turn any agenda into one framed around the decisions expected.
- Produce minutes, decisions and an owned action list from a transcript in 10 minutes.
- Set up a follow-up routine so actions are chased without manual effort.

DURATION
Half-day, 08:30 to 12:30

HANDS-ON
3h15 practice, 0h30 theory (13%)

FORMATS
In-house half-day; in public, paired with OPS1 as one full day

GROUP SIZE
10 to 24 participants

LANGUAGE
English; French on request

TOOLS
Laptop; the AI assistant your organisation uses

ATTESTATION
Certificate of attendance

WHO SHOULD ATTEND

Anyone who chairs or organises recurring meetings: managers, committee secretaries, project leads.

WHERE THIS SITS ON THE PORTOLAN ROUTE

Every AI course can feed a Portolan roadmap

1 · next	2	3	4	5	6
Session	Bearings	Route	First Crossing	Fleet	Harbour

PROGRAMME

Time	Block	Theory	Practice
08:30–10:15	**Before: design the meeting.** Agendas as questions to decide; papers summarised by AI	15 min	90 min
10:30–12:30	**After: from talk to action.** Transcripts, consent and privacy; minutes, decisions and actions	15 min	105 min
Total	Breaks not counted	**0h30**	**3h15**

LABS, ON YOUR OWN MATERIAL

Redesign the agenda
Your next meeting, framed by the decisions it must take.

Transcript to actions
Minutes, decisions register, actions with owners and dates.

WHAT TO BRING

An upcoming meeting's agenda and papers, and a transcript or notes from a past meeting.

AFTER THE COURSE

Atlas, the AI coach on Learn N' Succeed, follows up at day 3, 7 and 30. Your work and the prompt kit stay in your space and can feed a Portolan roadmap.

LEARNING PATH

BEFORE	THIS COURSE	AFTER
FLU1 Generative AI Essentials	**OPS3 AI for Meeting Management**	OPS1 AI in Project Delivery

FORMATS AND PRICE

Rs 18,000 · €350 · USD 400

per participant

Half-day, excluding VAT; refreshments and materials included
Public sessions through the year
In-house on request, 10 to 24 participants

Not sure where to start?
Book the Portolan 20-minute call →
aetheis.com/portolan