



**Please note** that this outline is only intended as a guide and that any event can be customised to suit you.

Events are run using a mix of trainer-led sessions, hands-on practice and group discussions.

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## **Chairing Meetings**

**(1 day)**

*“Treat meetings as an investment of your time – and aim to get a return on that investment.”*

### **Benefits**

There is nothing more soul destroying, or de-motivating, than attending badly run meetings! Yet when properly run they are invaluable for gaining commitment, raising morale, increasing productivity, generating new ideas and resolving problems.

### **Aim**

To develop your skills so you can chair meetings with confidence, stick to the point, manage attendees and secure an outcome!

### **Objectives**

By the end of the training you will be able to...

- Describe the role of an effective Chair
- Manage the overall meeting process better
- Demonstrate interpersonal skills relevant to running meetings
- Recognise the dynamics of the group & respond accordingly
- Chair a short meeting and receive constructive feedback
- Identify areas for further practice & development

### **Content**

- The role of the Chair at meetings
- The benefits of an effective ‘Chair’
- The aim - what do you want from the meeting?
- Preparing an agenda & setting objectives
- Managing time, keeping to the point & the use of interventions
- Personal skills - building and maintaining rapport, reflective listening & masterly questioning
- Skill practice - chairing a small meeting & receiving feedback
- Developing a ‘code of conduct’ for meetings
- Identifying further learning opportunities