

Chairing Meetings - One Day

This one day workshop provides a basic introduction to the tools and techniques for managing effective meetings. From planning to closing the meeting, this workshop provides the tools and techniques to enable you to control a meeting, meet meeting objectives, stick to time and build a reputation for being an excellent Chairperson.

The workshop is highly participative, fast paced and designed to enable delegates to apply a range of tools and methods throughout the day.

Content

Preparing for an Excellent Meeting

- Principles of an effective meeting
- Preparing an agenda and purpose
- The role of the Chair and the attendees
- Self analysis questionnaire - my skills as a Chairperson

During the Meetings

- Establishing Ground-rules
- Managing group dynamics and energy
- Enabling everyone to take part
- Managing discussion and facilitating decisions
- Six thinking hats as a meeting tool

Action Plan

- What am I going to do next time I chair a meeting?

