The Skills of Chairing Meetings

Maximum Participants: 16 **Duration: One Day** **Timings: 09:30 – 16:30**

Suitable for

For anyone who is new or experienced in chairing meetings who wishes to reflect good practice and ensure their meetings are effective, efficient and cost-effective.

Aim

To consider best meetings practice, mainly from the point of view of the Chair and the Chair's responsibilities throughout a "meeting." You will develop a range of tools and skills for ensuring effective meetings.

Learning Outcomes

By the end of the course, you will be able to:

- ☑ Describe good and bad meetings
- ☑ Outline the 6 Stages of Chairing Meetings and explain the roles and responsibilities of the chair
- ☑ List the key items to be included in terms of reference, agendas and minutes
- ☑ Identify common problems in chairing and how to deal with them
- ☑ Use a range of strategies for handling difficult behaviour during meetings
- ☑ Assess current meetings and areas for development

You will also leave the course with:

- ☑ A sense of achievement
- ☑ A toolkit of techniques and practical ideas for releasing your potential
- ☑ A Personal Action Plan to take your learning further

Training Style

All courses are interactive, using diverse participatory, 'brain-friendly' training methods including: exercises; games/quizzes; handouts and workbook; small/large group discussion; skills practice and trainer input.

All courses are accompanied by a **Welcome Pack** (including some essential pre-course activities to prepare for learning) and a **'Bonus Pack'** after the training with additional tools, and follow-up activities to support transfer of learning to the workplace. (*email required)

Other Courses to consider (Visit my website for details of these and other courses)

- Assertiveness – An Introduction
- Decision-Making and Problem-Solving – Tools and Techniques
- Effective Report Writing
- Facilitation Skills: An Introduction
- Facilitation Skills: Theory and Practice (2 Days)
- Influencing and Persuading Skills
- Internal Communication – Don't hear it on the Grapevine
- Interpersonal Communication Skills
- Managing Change
- Teambuilding – Getting Everyone to Pull in the Same Direction

Mike Phillips Training

Releasing potential through learning and development

"Mike is a very sensitive trainer who handles the group professionally and makes the day enjoyable for everyone…

Really impressed by the content and Mike's training – and I'm normally a total training cynic!"

Course Participant

Help for Heroes

website

www.mikephillipstraining.co.uk

email

mike@mikephillipstraining.co.uk

phone

07949 826881

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