

Course Profile

Course name: **Chairing and Managing Meetings**

Duration: 1 Day

Objectives: Every meeting needs a chairperson to direct proceedings. As a chairperson you must fulfil the vital role of ensuring the smooth running and successful completion of the meeting. The Chair has the authority to regulate the meeting and is responsible for enforcing any rules that govern proceedings, keeping order, encouraging participants to give opinions and summing up discussions.

Course Content:

Meeting Preparation and Structure

- The purpose of meetings
- Types of meetings
- Setting an agenda
- The importance of preparation
- Structuring a meeting
- Closing a meeting

Chairing Skills

- The role of the chairperson
- Qualities and behaviours of a Chairperson

- Evaluating your chairing skills
- Balancing the roles of Chairperson and Facilitator
- Chairing practice

Communication Skills

- Factors to consider about the attendees
 - Working with the attendees to achieve results
 - The impact of body language
 - Handling challenging people and keeping order
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How You Will Benefit:

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

- Identify the different types of meetings and reasons for holding them
- Evaluate your skills as a chairperson
- Identify the role and responsibilities of a chairperson
- Carry out meeting pre-planning and information gathering
- Demonstrate setting a well structured agenda
- Recognise how to structure, run and close a meeting and set action points