

Being a Chairperson

The aim of this course is to introduce participants to the role of the Chairperson in a community organisation, and to the skills needed to be successful in the role



Outline programme

- Session 1 Introduction to the course and participants
- Roles and responsibilities of the chairperson, and the qualities, skills and knowledge needed
- Meetings: getting the basics right
- Session 2 Key skills for chairing a meeting
Beginning and ending, time-keeping, clarifying purpose, using questions, managing discussion, decision-taking, summarising
- Session 3 Understanding groups
How groups develop
Individual roles
- What happens in meetings?
- core processes
- spotting helpful and unhelpful behaviour
- Session 4 Bringing it all together
- Review of course and finish