

Chairing and Managing Meetings

This course is for anyone responsible for managing meetings in a work setting. It will be appropriate for managers new to the role as well as for those with some experience who wish to become more flexible. Types of meeting might include staff team meetings, project progress meetings, or liaison meetings with partner organisations.

The aims of the course are to introduce participants to the key skills needed to chair meetings of between 6 and 25 people.

By the end of the course participants will be able to

- Identify the chairing role and style appropriate for their organisation
- Plan agendas and structure meetings effectively
- Decide on the best available environment and resources for their meetings
- Be sensitive to the impact on meetings of individuals' behaviour
- Know how to use key chairing skills such as introducing items, bringing in people, and summarising
- Manage disagreement and blocks in meetings skilfully
- Encourage groups to reach decisions by consensus.