



Call 0800 112 3034 for bookings and information.

Chairing a Meeting

Introduction

This half day course is for those who are new to chairing a meeting or those who currently chair meetings and would like to improve their skills in this area.

1. Preparing for The Meeting

The Chairperson's Agenda

The Delegates Agenda

Distributing material

2. The Meeting Room Environment

Seating

Equipment

Refreshments

3. Purpose, Timing and Outcomes

Ensuring that the meeting achieves its intention

Tips for effective timekeeping

4 .Helping People to Contribute Effectively

Types of contributions

Controlling the dominant speakers

Encouraging the reticent speakers

Duration- 1/2 day: 9.30- 1pm

Cost £130+VAT