

Workshop title: Chairing Effective Meetings

- Aim:** To help managers to chair meetings in such a way that they achieve their purpose in an efficient and effective way
- Designed for:** Any managers who chair meetings
- Objectives:** By the end of the workshop, managers will
- recognise the different purposes of meetings and the types of notes or minutes needed
 - understand their role in enabling everyone to participate so they achieve the purpose of the meeting
 - know how to work with the minute taker to create accurate notes or minutes of meetings with clear actions
- Method:** This workshop will be participative, using practical examples and exercises to help everyone relate the learning to their role in chairing effective meetings
- Length:** One day, 9.30 – 4.30
- Preparation:** As well as identifying their personal objectives, managers may consider how they currently run meetings so they can consider the relevance of the workshop objectives to their own situation.
- Follow-up:** Managers write their own learning log and action plan to apply their learning to their own job.
- Facilitator:** Shân Dobinson is the lead management consultant with Trinity Training, based just outside Coventry and working with a wide range of companies, charities, local government and voluntary organisations.

Workshop Content: Chairing Effective Meetings

Introduction

- * Objectives and format of workshop
- * Why do people have meetings?
- * Measuring the effectiveness of meetings

Not all meetings are the same

- * Purpose of different meetings
- * Purpose of different agenda items
- * The human dynamic of meetings

Key chairing skills

- * The balance of participation and progress
- * Use the agenda to manage time
- * Run an effective discussion
- * Turn disagreement into agreement
- * Manage difficult or undermining behaviour

The role of the minute or note taker

- * Purpose of recording meetings
- * Roles of chair and minute / note taker
- * Preparation and follow up
- * Practical working together during the meeting