

Chairing a Meeting

Course Duration : ½ a day

Course Overview

Meetings are important for management and communication. When it comes to the serious stuff, face-to-face meetings are effective because they outdo the written words of emails and memos, and out-perform the effectiveness of telephone conferencing.

Meetings are costly of both time and money. A poorly structured and managed meeting will waste the time of everyone, will cost the time of everyone, and make people dread attending in the future.

This course aims to showcase the skills and knowledge needed to chair a meeting successfully.

Target Audience

- This course is appropriate for anyone with responsibility for chairing a meeting. It will equip the first-time chairman with the knowledge and skills awareness needed to become effective in the role. It will help those with limited experience become more confident and proficient. It will inform the more experienced practitioner with a view to enhancing their effectiveness, and broadening their skill-set.

Prerequisites

- There are no pre-requisites for this course

Course Content

Key Topics

In particular the course covers:-

- Why meetings fail
- Meeting types and structures
- The importance of time and place
- The skills of a good chairman
- Understanding group behaviour
- The planning process
- Roles and responsibilities
- How to make intelligent interventions.

Related Courses

[Minute Taking and Speedwriting](#)

[Time Management](#)

[Introduction to Management](#)

Training Options

- Private course at your company office. Training can be delivered throughout the UK
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- Comprehensive course manual and exercises
- Lunch and refreshments when training is delivered at our training venue

