

# CHAIRING EFFECTIVE MEETINGS

This is an interactive and practical program which will introduce participants to techniques used by effective chairpeople and meeting facilitators to keep meetings productive, engaging and on track.

On completion of this course, participants will be able to:

- Understand the difference between formal and informal meeting protocols and adapt
- Prepare for and conduct meetings efficiently and effectively
- Apply techniques to engage participants
- Keep meetings on track and productive
- Ensure outcomes are clear

**Target audience:**

People with responsibility for managing or facilitating meetings

**Course duration:** 1 day



**Topics to be explored include:**

- ▶ The differences between facilitating and chairing meetings
- ▶ Types of meetings
- Formal meetings procedures and terminology**
  - Role of the chairperson, minute secretary and participants
- ▶ - Legal responsibilities at a glance
- Voting
- Record keeping requirements
- Establishing foundations to ensure success**
  - ▶ - planning for success
- ▶ - Role of the meeting facilitator, note taker and participants
- Facilitation skills and techniques used by effective leaders**
  - Techniques for keeping meetings on track and productive
- People management**
  - Recognising natural roles people take within a meeting
  - ▶ - Engaging attendees who are reluctant to speak
  - Dealing with “the fly in the ointment” – difficult situations and participants
- Achieving results**
  - Agreeing on, and assigning responsibilities
  - ▶ - Techniques for establishing consensus
  - Managing the action plan

To book this workshop or for more details of how Learning Insight can support your organisation contact:

**Liz Paine**

[www.learninginsight.com.au](http://www.learninginsight.com.au)

Phone: 0400 778807

[enquiries@learninginsight.com.au](mailto:enquiries@learninginsight.com.au)

**What’s included?**

*In-house training at a time to suit you*  
*Instruction by an expert facilitator*  
*A highly interactive workshop tailored for your organisation*  
*Participant workbooks*  
*Personalised certificate of completion*  
*Guaranteed return on investment!*