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Chairing Meetings

Most people feel pressured by the amount of time that they are expected to spend in meetings. But, how many meetings really serve a useful purpose?

Chairing or Managing meetings effectively can save both time and money rather than waste these valuable resources.

This course examines the means of achieving this valuable skill.

Course Objective

To ensure that all delegates attending will feel confident to chair or manage meetings that are concise, constructive and cost effective

Course Content

Do we need a meeting?

Knowing your objectives

Formal v Informal

Communication skills – Listening and talking

Understanding the role of the chair

Working with the minute taker

Getting all of the views

Pace and control

Summarising and closing

Evaluating your performance

The Meeting Process

- Participants
- Agenda,
- Location,
- Seating,
- Equipment and Refreshment