



4D Training

Chair / Hold Meetings

Who Would Benefit?

Individuals who wish to develop skills to contribute to productive meetings.

Objective

By the end of the course, participants will understand and be able to apply the various processes and roles which produce effective meetings.

Content

- Experience of meetings.
- What works and what doesn't.
- Types of meetings.
- Roles in meetings.
- Types and purposes of meetings.
- Reasons for meeting/not meeting: how can they become cost efficient.
- Roles/contributions .
- Range of roles:
 - chairing
 - procedural
 - contributor/participant, junior/learning.
- What they involve.
- What makes a successful meeting.
- Outcomes:
 - positive vs. negative.
- Behaviours:
 - constructive vs. destructive.
- Personalities:
 - learning to recognise them and handle them positively
 - Attention to practical aspects: preparation
 - agenda
 - location and physical environment.
- Process:
 - managing and leading
 - agenda and group dynamics
 - avoiding conflict.
- Skills of influencing and contributing to discussion.
- Chair.
- Participants.

Duration

One day

Minimum Numbers

Three delegates