

Chairing Skills

1/2 Day

Chairing effective meetings is a skill. Learn it and reap great results from every meeting. Discover how to set up a meeting for success. Get everyone to agree on what the meeting needs to achieve. Keep group discussions on track. Handle difficult behaviours that bog meetings down. This is a great course for anyone who wants to spend less time in unproductive meetings.

What you'll learn to do in this course

- Describe the elements of an effective meeting
- Understand the chair person's role
- Set meeting objectives and an agenda
- Ensure minutes and action points are recorded
- Use facilitation skills to lead a meeting
- Set the frame for follow up after a meeting

Topics you'll cover

- What makes a high impact meeting?
- Your role as chairperson
- Setting up for success
- Why minutes and action points matter
- Leading discussions
- Turning decisions into persuasive language
- Handling dirty tactics

“think
learn?
succeed”

“Smart training for clever people”

What others have said
about the course...

“Great. I learnt a lot of things that will be helpful at work and in personal life.”

“New information, practical and very well presented.”

“Well structured and well presented course with practical activities to reinforce subject matter.”



Book your training NOW

Call Eleanor Shakiba on 0433 126 841

Download course information at
www.thinklearnsucceed.com.au