Running and Chairing Meetings - E-Learning Course

Running a meeting is a skill most of us will be called upon to use during our career. Meetings are time costly so it is essential that each meeting delivers outcomes which will add value to the business of the organisation.

Who is the course for?

Managers, team leaders, facilitators and anyone who has to organise, run or manage meetings.

Course Duration: (depends on learner experience):
Between 90 minutes and 3 hours

The Skills of the Chair

Objectives

- Identify the steps of a meeting cycle
- Identify the key skills of a Chair
- Calculate the costs involved in a meeting

Managing Group Behaviour

Objectives

- Identify specific stages of group behaviour
- Manage each stage by choosing appropriate responses

Dealing with Difficult Behaviour

Objectives

- Identify options for managing different types of challenging behaviour
- Incorporate "here and now" interventions to ensure effective contributions

Working with the Minute Taker

Objectives

- Create and manage the agenda
- Identify responsibilities of the Chair
- Work with the Minute Taker to run effective meetings

"I loved the format of the Chairing meetings course and took a lot from it personally. It is refreshing to see a subject on offer that is often ignored. It gives me something refreshingly new to offer out."

John Bruce, Training Manager, Motor Neurone Disease Association

The Development Company

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