

CHAIRING A MEETING



Business Skills Course

LEARNING OUTCOMES

- Learn to structure discussions, engage participants, and achieve clear outcomes.
- Guide conversations, manage time, and keep meetings focused on goals.
- Contribute effectively, listen actively, and support collaborative decisions.
- Set objectives, outline topics, and allocate time to keep meetings organized.
- Record decisions and action items clearly for easy follow-up.

COURSE OVERVIEW

You will discover the skills, techniques and strategies to plan, lead and participate effectively in meetings of all kinds: from impromptu, on the spot discussions between colleagues, to formal presentations and meetings with external suppliers or clients. Learn how to keep meetings focused, productive and balanced, ensuring every voice is heard without being dominated. This course is aimed at individuals who are responsible for chairing a meeting.

TOPICS COVERED IN THIS COURSE

Effective Meetings

Learn what makes meetings productive, how to determine if a meeting is necessary, and explore different types and styles of meetings.

Roles and Responsibilities

Understand the duties of the chair and other participants to ensure smooth and focused discussions.

Chairing Skills

Develop essential skills for leading meetings successfully, keeping discussions on track, and managing time effectively.

Communication and Interaction

Improve questioning and listening techniques while learning strategies to handle difficult people constructively.

Meeting Structures

Design clear agendas, frameworks, and processes that support organized and productive discussions.

Behavioural Competencies

Apply key skills in teamwork, effective communication, and leadership to enhance overall meeting outcomes.

Regular Meetings and Group Dynamics

Lead recurring meetings efficiently and understand team interactions and dynamics for better collaboration.