



## WORKSHOP AND MEETING SKILLS

# Why are we here?

### **Making meetings worthwhile**

If you regularly plan and chair meetings, this workshop will help you ensure that time in meetings is well-spent for everyone who attends – that discussions stay on track, worthwhile ideas are considered and good decisions are made fairly.

### **Who is the workshop for?**

If you have recently taken on responsibility for chairing meetings, you will glean valuable ideas, practice and confidence. If you have experience of chairing, this workshop will enable you to pick up new ideas and refresh your skills.

### **What can I learn?**

- Identify valid reasons for holding meetings – and alternatives to meetings.
- Practical tips on planning meetings, including how to compile an agenda.
- Key responsibilities of a chairperson before, during and after the meeting.
- How to generate ideas, solve problems and make decisions in meetings.
- What makes good minutes.
- Practise chairing a meeting and handling awkward situations.

### **What can I expect?**

Expect to have a go! You will be given the chance to chair small group meetings and to critique your own performance. There will also be an opportunity for individual feedback on your chairing skills.