

Meetings can be the seedbed of powerful ideas and far-reaching actions. In many instances their successful outcome depends on the acuity of the person taking the chair.

The aim of this two day workshop is to provide participants with ideas, techniques and checklists to assist them in chairing meetings and leading discussions in groups. The workshop also stimulates reflection and discussion on how to improve or at least develop those meetings currently attended by participants.

Minute taking is an essential element of complex/large meetings. The workshop investigates various methods of taking minutes and helps participants rehearse specific skills in minute taking.

Your Workshop Leader: Richard Ellis

LEARNING OUTCOMES

By the end of this course, participants will:

- have increased their awareness of the various skills of chairing
- be provided with ideas, techniques and checklists to assist them in chairing meetings and leading discussion in groups
- have reflected and discussed as to how to improve and develop existing meetings attended by participants

KEY TOPICS

- Various methods of taking minutes
- Structuring and planning the agenda
- Control skills: tact/diplomacy encouraging participation
- Summarising the essentials
- Review of styles of minute taking

WHO SHOULD ATTEND

This course is aimed at all those who have responsibility for chairing or leading meetings. These could range from the formal to the very informal – quality circles, team meetings etc. The Taking Minutes element of the course is aimed at those who attend meetings in the capacity of secretary, notetaker, minute taker – whether in a formal or informal role.

Outline Programme

Day One

Welcome and Introductions

Ingredients of Effective Meetings

- the crucial role of the chair

Preparation

- the agenda: time management issues
- handling the meeting
- control skills, tact/diplomacy
- encouraging participants, summarising

Minute Taking (I)

- examples of different styles
- discussion as to relative merits of each

Effective Participation

- making your point, role plays and feedback
- review of examples developed by trainer

Day Two

Recap and Development of Key Chairing Skills

- case study/role play of typical meeting
- short training video
- checklist of chairing skills
- handling awkward situations and people

Minute Taking (II)

- exercise in writing minutes
- note-taking skills

Summing up and Action Plans

- where do we take the ideas from this course and how do we improve our meetings?



COMMUNICATE

80 GRANGE LOAN EDINBURGH EH9 2EP UK – SCOTLAND • tel: +44 (0)131 667 4587

website: www.communicate-consultants.com • e-mail: info@communicate-consultants.com