



Target Audience

Managers at all levels whose role will involve them chairing a meeting both internally and external to the organisation.

Do you think your board's business is carried out in an orderly and systematic fashion? Does everyone have equal opportunity to speak or share their viewpoints? Do some members dominate the discussions? Can you identify any new rules that might make things better at your meetings?

This course has been developed for learners who are new to their role or who want to refresh their knowledge and skills in chairing effective board meetings. The course will provide learners with the key features of effective chairing, both face to face and virtually.

This course is delivered using a range of methods and resources including:

- ◆ Live tutor facilitation, interactive polls, questionnaires, drawing tools, scenarios for breakout groups, questioning and participation, videos, and end of session assessment.

This course has been developed and mapped to current occupational standards, qualification frameworks and the following documents and resources:

- ◆ Leadership Qualities Framework

Course Content

- ◆ Remaining neutral and focused on managing the meeting
- ◆ Responsibilities of the chair to ensure:
 - the meeting runs smoothly
 - all members participate
 - all agenda items are covered
 - all outcomes are understood and respected
 - minutes of the meeting are taken and later distributed
- ◆ Structure to conduct the meeting
- ◆ Procedure and agreements
- ◆ Key decisions where voting is required
- ◆ Agreements for voting outcomes
- ◆ Make sure participants:
 - know how to join the meeting
 - adhere to the agenda and discuss only one agenda item at a time
 - are aware of priority items on the agenda
 - maintain order and constructively discuss agenda items
 - know and follow meeting procedures
 - treat participants equally

Learning Outcomes

After attending this course, learners will be able to:

- ◆ Explain why the chair should remain neutral and focused on managing the meeting
- ◆ List the responsibilities of the chair
- ◆ Describe how to structure the meeting
- ◆ State what procedures and agreements need to be in place
- ◆ Explain agreements for voting outcomes
- ◆ List expectations from participants

Duration: 7 Hours