



4D Group

## Chair / Hold Meetings

### Who Would Benefit?

Individuals who wish to develop skills to contribute to productive meetings.

### Objective

By the end of the course, participants will understand and be able to apply the various processes and roles which produce effective meetings.

### Content

Experience of meetings.

What works and what doesn't.

Types of meetings.

Roles in meetings.

Types and purposes of meetings.

Reasons for meeting/not meeting: how can they become cost efficient.

Roles/contributions .

Range of roles:

- chairing

- procedural

- contributor/participant, junior/learning.

What they involve.

What makes a successful meeting.

Outcomes:

- positive vs. negative.

Behaviours:

- constructive vs. destructive.

Personalities:

- learning to recognise them and handle them positively

- Attention to practical aspects: preparation

- agenda

- location and physical environment.

Process:

- managing and leading

- agenda and group dynamics

- avoiding conflict.

Skills of influencing and contributing to discussion.

Chair.

Participants.

### Duration

One day

### Minimum Numbers

Three delegates