



Skills for Business

Chairing Meetings

Course Description

Duration and structure

This workshop runs over one day and is a very practical workshop which is tutor led. All the sessions involve delegate input to allow them to develop and demonstrate the skills of chairing meetings effectively

After this workshop delegates will be able to:

- Understand the role of the Chair
- Manage the meeting to ensure that all delegates contribute fully
- Understand the roles that people play in meetings
- Manage the agenda to achieve the objectives and keep to time
- Facilitate discussions to allow the exchange of ideas
- Summarise effectively with an action plan

Who Should Attend?

Anyone who has to chair meetings particularly at a senior level.

What Do I Do Now?

To book a course or to get more details please complete the Enquiry Form, call us on 01733 567262 or e-mail us at admin@vitaltraining.co.uk