

Councillor development

Chairmanship Skills

Date(s)	Time(s)	Venue(s)
Tuesday 7 June 2011	9.00 am to 4.30 pm	Committee Room 1b, Browfort, Devizes

Booking deadline: Friday 13 May 2011

Target audience:

A one day workshop for anyone who chairs meetings, whether experienced or about to run a meeting for the first time. This workshop will give you the essentials for structuring and controlling meetings, including dealing with those difficult people and situations most of us encounter. Come to refresh your existing skills or to gain new ones.

Programme:

09.00 Arrival and Coffee

Welcome and Introductions ;
Workshop and Personal Objectives
Chairing: What it involves
Ground Rules
Meetings Objectives, Agenda and Structure

11.00 Coffee

Dealing with Difficult People
Practice Meeting 1
Body Language
Managing Debate and Discussion

13.00 Lunch

Practice Meeting 2
Keeping Calm Under Pressure
Practice Meeting 3

15.15 Tea

Practise Meeting 4
Review and Action Plans

16.30 Day Ends

For course bookings contact Rita Sanders on 01225 718 375 or email
councillordevelopment@wiltshire.gov.uk

For more information on councillor development please see:
<http://thewire.wiltshire.council/index/councillors-area/councillor-development.htm>