

# Councillor development

## Chairmanship Skills

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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  
*What they are; using them to make meetings more effective*

Meetings Objectives, Agenda and Structure  
*Ensuring a meeting achieves its objectives; using an agenda to make a meeting more constructive; opening & closing*

#### 11.00 Coffee

Dealing with Difficult People  
*Staying on track; avoiding repetition; stopping ramblers*

Practice Meeting 1

Body Language  
*Using body language to chair more effectively*

Managing Debate and Discussion  
*Encouraging & controlling debate; including people; managing many people wanting to speak; dealing with diversity*

#### 13.00 Lunch

Practice Meeting 2

Keeping Calm Under Pressure

*Using thinking to control your emotions; other techniques*

Practice Meeting 3

**15.15 Tea**

Practice Meeting 4

Review and Action Plans

**16.30 Day Ends**

**Cost to Town and Parish Council members wishing to attend:**

£80.00 per attendee, which includes refreshments and all course material

Please note that payment would be required before attending the course.

Confirmation of bookings would be sent to you as soon as possible.

**For course bookings contact Rita Sanders on 01225 718 375 or email  
[councillordevelopment@wiltshire.gov.uk](mailto:councillordevelopment@wiltshire.gov.uk)**

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