

# Chairing Skills

## For Existing and New Chairmen & Vice-Chairmen

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### A One Day Workshop for Councillors

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

Practise Meeting 4

Review and Action Plans

16.30

### DAY ENDS

*Viva!*