

Chairing Effective Meetings

Synopsis

Did you know the most important factor in ensuring a productive meeting is the chairperson?

Meetings play an important role in the management of all organisations and are an essential part of good corporate governance. They can be a waste of time or very productive and contribute greatly to the success of an organisation.

Topics include:

- When to hold meetings
- Hallmarks of effective meetings
- Types of meetings
- Case studies
- Planning a meeting
- Chairing a meeting
- Making decisions
- Handling conflict in meetings
- Facilitating change
- Recording and following through

How is it Relevant

This workshop is designed to enhance the skills of people who chair formal or informal meetings and concentrates on the finer points of chairing meetings in the local government environment so that they demonstrate knowledge, leadership and professionalism.

Course Details

Delivery: Inhouse

Structure: Interactive Workshop

Time: 1 day

Class Size: Max 15

Cost: On request

The Trainer



With over 32 years' experience in the human resources and management consulting fields, Narayan has provided a vast array of training and services to a range of organisations, including Local, State and Federal government agencies.

Narayan provides a very strong adult learning focus to his training. He ensures that it is experiential, practical and closely linked to workplace needs and realities.

He is also consistently described by clients as highly enthusiastic, creative and dynamic in his approach.