

Chairing In-person Meetings

This introductory programme is essential for council members who chair meetings. It is ideal for those who need to develop their skills – both for formal Council meetings as well as other types of meeting formats, for example Local Area Committees and Community Meetings.

Programme Objectives

By the end of this session delegates will be able to:

1. Explain the role and responsibilities of being a meeting chair
2. Identify the main skills needed to be effective in the role
3. Structure agenda items
4. Manage participation within the meeting
5. Calm heated situations using specific approaches.

Further information

This is a very practical session that will equip participants with the skills needed to be a strong and confident leader of a meeting. Usually lasting two hours, the session can be expanded into three hours for a more detailed programme.

Duration: Two or three hours