



## “How To Chair A Meeting” Training

Have you ever wanted to learn how to chair a meeting professionally? Would you like you or your team to learn the process and gain insight into meeting management? Our trainers provide a practical and interesting training session discussing how to chair and manage a meeting in a professional manner. Great for new teams or those that need to gain more effective skills in this area. This “How to Chair a Meeting” session is designed teams to understand the process of chairing a meeting also how the formality can change depending on process. We also discuss the basics of meeting management for those participants that need these extra skills also.

Meetings need to be filled with meaning. Many meetings are not conducted effectively and unfortunately do not allow all ideas to be transferred due to the process. We discuss how to manage these areas of concern and develop basic meeting skills.

## **Course Overview**

To enable managers to get the most out of the meetings they lead. They will be able to improve participant contributions and overcome meeting challenges by completing the training.

### **By the end of the course each learner will be able to:**

- Effective meetings require a shared understanding of the roles and expectations of all participants, including the role of the chairperson and facilitator.
- Establish the best structure to conduct their meetings, and all the tools that are available to reach the desired meeting outcomes.
- They have developed skills and techniques for managing different energy levels and behaviours in meetings to get the best from meeting attendees.

### **Effective meetings require principles and roles**

In this session, participants will learn different types of meetings, structure and characteristics of successful meetings, role of facilitator, chairperson, minute taker, and attendees and speed chatting with whole group, rotating flipchart work in group, individual questionnaire, reflection.

### **Using Meeting Agendas**

Participants will how important are making the meeting agenda, scheduling agenda items and managing attendance.

### **Managing participation**

Participants will learn recognizing the natural roles that people play in meetings, techniques to channel and manage energy.

### **Reviewing meetings**

This session participants will do the Presentation and Facilitated Group Review.

### **Meeting skills practice**

This session participants will do a Meetings in small groups with review and observer's feedback and Practice small group meeting skills with observer feedback.

### **Wrap up**

To end the session, your team will be given a chance to ask questions and complete an action plan.

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