

Chairing Meetings

Please find below more information indicating the aims, our training approaches and a sample of the structure of the programme.

Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To involve the participants actively throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants which are reflected in the pre-training questionnaire

Workshop methods and tools

In order to achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** presentations will be used in order to provide the background to each subject and stimulate discussion and questions.

- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions, and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator in order to maintain the focus in the key areas of interest
- **Case studies:** case studies will be used so as to facilitate and trigger discussion, as well as allow external benchmarking so as to achieve competitiveness
- **Group work:** group work will be used in order to facilitate practical understanding of the issues and to enhance team working, team building and cooperation amongst participants

Sample programme

- 10.00 Registration**
Introductions
- 10.15 A framework for decision-making**
Setting the context within which boards operate
- 10.45 Appropriate meeting behaviours**
How all directors should behave at board meetings
- 11.15 What gets in the way of a good meeting**
No chairing skills can overcome poor meeting protocols
- 11.30 The role of the Chair**
Defining what the Chair is there to do
- 11.45 What makes a good Chair**
- Attitude
 - Preparation
 - Approach
 - Decisions
- 12.15 Essential components of a Chair's role**
- Talent
 - Tone
 - Time
- 12.30 Meeting preparation – the big picture**
- The strategic board agenda
 - Key success factors
 - Questions to ask
 - Actions to take
- 13.00 Close**