Milestones to Success – Chairing Meetings Skills Course

Listed below are some of the skills and techniques which will form an important part in your success on the **Axio Development** Chairing Meetings Skills course. They are organised into 5 categories – we refer to them as the milestones to success. So that you can identify the benefits you want to gain and to measure your progress tick the circles alongside the areas that you identify as being particularly relevant to you, then prioritise the 5 main areas in order of importance: 1 being the highest, 5 the lowest. Bring this page with you to the course.

Before the meeting
- ◯ Preparing for an effective meeting
- ◯ Planning for an outcome beforehand
- ◯ Producing an effective agenda
- ◯ Understanding what's involved in an effective meeting

Running the meeting
- ◯ Understanding the role of an effective chairperson
- ◯ Managing the agenda and timing
- ◯ Clear outcome statements that people buy into
- ◯ Keeping note and/or minutes of the meeting

Managing people in meetings
- ◯ Setting the ground rules for behaviour
- ◯ Getting the best from different personalities
- ◯ Knowing how to 'close down' those that talk too much
- ◯ Keeping control of the meeting

Managing participation
- ◯ Encouraging all to participate – especially the quieter people
- ◯ Creating interest and interaction
- ◯ Use of 'icebreakers' when people don't know each other
- ◯ Using small group work to drive participation

Reviewing and improving meetings
- ◯ Holding a meeting review
- ◯ Asking for feedback on meeting performance
- ◯ Implementing new techniques

MILESTONES TO SUCCESS

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What will progress in these areas allow you to achieve?