



Local Government Training Group

CHAIRING AND FACILITATION SKILLS

This one-day course is designed for anyone wishing to acquire skills in chairing and facilitating meetings for local community groups, internal working groups, etc.

TRAINER: Harry McConnell

COURSE CONTENT:

- Preparing for the meeting
- The role of the Chair / Facilitator
- Strategies for effective chairing, including; Engaging all participants, Dealing with the limelight-hogger, Handling sensitive issues
- Practical session: Designing an agenda and structure for the meeting
- Discussion of common problems