



Local Government Training Group

CHAIRING AND FACILITATION SKILLS FOR CHAIRMEN AND VICE CHAIRMEN

Trainer: Harry McConnell

COURSE CONTENT

Contents

- Formal meetings
- What makes a good meeting
- The responsibilities of a Chairman
- Key qualities of a good Chairman

Effective chairing

- Maintaining control and progress
- Encouraging appropriate discussion at the meeting
- Dealing with difficult people

Problem scenarios

- How to deal with difficult situations as Chairman

Open Forum & Finish