



University of the
Highlands and Islands
Orkney College

Effective Chairing of Meetings

Duration:	Half Day	Time:	TBC
Venue:	Orkney College	Dates:	TBC
Cost:	£60.00		

Qualification:

Orkney College Certificate

Target audience:

Anyone involved in chairing or participating in a meeting

Course content:

This half day course deals with how to be an effective chairperson to a meeting and how to get the most out of a meeting as a participant. The course will include the following topics:

- Planning the meeting
- Active listening
- Reaching a decision
- Summarising
- Identifying areas for individual further development