



University of the  
Highlands and Islands  
Shetland

# Chairing Meetings with Confidence

**Length of course:** ½ day

**Who is this course aimed at:** This course is for anyone who chairs face to face meetings or virtual meetings and wants to increase participants contribution and run effective meetings that participants want to attend because outcomes are consistently achieved.

**Course Outcomes:** The learner will:

- Understand the role and expectations of an effective chairperson
- Know how to conduct and structure meetings to obtain the best results and meeting outcomes
- Develop skills and techniques to manage different behaviours and energy levels within a meeting to ensure they get the most from the meeting attendees.
- Develop skills to become confident in the role of a chair
- Develop and use good communication skills to create the best environment for group discussion and participation
- Learn organisation skills to control meetings and keep them on track and to time.

**Course Description:** This course provides delegates with valuable knowledge and techniques to help organise and structure effective meetings. The training will allow chairs to achieve their meeting outcomes, by learning techniques to control discussion and to overcome any meeting challenges.