

Chairing Meetings with Appropriate Gravitas

Presenter: Dr. Anna James

By the end of this session participants will be able to take forward ideas for chairing or partaking in meetings that are effective and fairly managed. The course considers the practical skills required to manage meetings and develops ideas on how to present yourself with gravitas. To achieve this we will look at all aspects of self-management, including body and verbal language.

Part 1

9.30-10.45

- Welcome
- The skills required to chair *effective* meetings:
 - ✓ The mechanics of a successfully organised meeting
 - ✓ Making sure the objectives of a meeting are achieved
 - ✓ Minutes
 - ✓ What to do when tasks are continually not completed
 - ✓ How to manage dominators without demotivating their enthusiasm

Break: 10.45-11.00

Part 2

11.00-12.30

- Gravitas and levitas for the meeting environment:
 - ✓ When would we use gravitas and levitas?
 - ✓ Gravitas and verbal language
 - ✓ Gravitas and body language
 - ✓ Gravitas, charisma and confidence
 - ✓ What will you be able to take forward?
- Question and answer session
- Evaluations