



## Leadership Skills

### Chairing Meetings

#### Programme Aim



To provide participants with the skills required to chair team briefing meetings.

#### Course Content:



**Communicating the Essentials:** To present participants with a clear framework for essential communications and to convince them that by concentrating on these essentials they can manage a team and carry out a hands-on role.



**Managing Employee Relations:** To introduce participants to the benefits, skills and strategy needed to manage a team briefing meeting and to facilitate a discussion around the key issues raised.

#### Course Duration

This is a half-day course can be part of a Management Development Programme and works well with the Time Management Workshop.

#### Course Materials

Delegates are provided with a course folder, all handouts and exercises and are encouraged to complete pre course action plans and action plans throughout the course.