

CHAIRING SKILLS WORKSHOP

Thursday May 16th 2013
10am until 1pm

Tea/coffee/registration 9.45am

Venue: Denbighshire County Council
Council Chamber
County Hall
Wynnstay Road
Ruthin
LL15 1YN



Intended For: Chairs and Vice-Chairs of Town and Community Councils

Aims: To consider the role of the Chairman and the skills necessary for making meetings effective.

Workshop Content:

- The importance of effective chairing.
- Preparing for meetings and the need for clear objectives.
- How the Chairman's role and style varies with the type of meeting. For example, formal council and committee meetings; partnership meetings; working parties and public meetings.

- The problems with meetings and how they can be dealt with.
- The role of the Chair in achieving control and balanced discussions.
- Building a decision.
- Procedure at meetings and an explanation of the jargon.
- Practical exercises and discussion groups will be used to illustrate learning points.

Workshop Facilitator: Julia Wright

Formerly Assistant Director of the South West Provincial Employers Organisation, Julia set up her own training consultancy in February 2001. Before joining the Employers Organisation, Julia worked for two County Councils and a Health Authority.

Julia has specialised in elected member development since 1987. Julia worked with the IDeA to produce the training package for chairmen of local councils. She has since helped the National Association of Local Councils by writing a core skills training pack and an advanced training pack.

Julia has been a parish councillor since May 2007. She is currently a member of the editorial team of the parish newsletter.