CPDA2

**Academic Leadership Skills 1 - Skills for Chairing Meetings**

**Top Tips**

Objectives – Be clear about the remit and the limits of the meetings power, the framework, the ground rules and the objectives.

Preparation - Plan the meeting with the administrator (perhaps have a pre meeting), talk through the agenda and anticipate where questions might arise and where discussion might be focused.

Information - Manage the information needs of attendees and pre meeting reading.

Engage and Listen - Engage everyone in the discussion. Make sure you know everyones names and introduce people. This makes it much easier to draw people in. Keep people engaged if they are using laptops etc.

Focus the Discussion - Use your skills to focus discussion on the agenda where needed and to ensure the meeting is not dominated by single individuals or by side conversations.

Listen - Engage with differing opinions. Compare and contrast different views. Clarify misunderstandings and build the confidence of participants.

Manage Challenging Issues - Where issues are not possible to resolve manage the next stage of the process, offer a follow up meeting with other colleagues and/or a smaller working group.

Participation - Follow up non-attendance to ensure colleague/representative is present next time.

Actions and Responsibility - Attach action points to named people and ensure these are updated at each meeting in the minutes. Delegate tasks for updating the meeting/committee.

Decisions - Summarise views, suggest ways forward and summarise and take responsibility for the decisions.

Write Up - Draft the minutes as soon as you can.

Feedback - Ask everyone how they think the meetings can work better.

Thank everyone for their time.