

Committee Skills

Aims of this course

By the end of this course, participants will

- Know how to organise committee meetings so that they get the best possible results
- Know how to prepare effective agendas and minutes
- Understand the roles of chairperson, secretary and treasurer
- Know how to use and enforce codes of conduct and ground-rules
- Be aware of the key communication skills needed for effective committee meetings
- Understand the decision-making process
- Know how to use disagreement and conflict creatively.

Sample programme

9.30-10.00 Arrival and registration

10.00 Introductions to the course and to one another

Sharing our experience of committee meetings – What works? What typically goes wrong?

Why are we here? - aims and mission

Organising meetings for success

11.15 Break

11.30 The roles of chairperson, secretary and treasurer – including agendas and minutes

12.45 Lunch

1.30 Communicating effectively in committee meetings

The meetings process – how to reach good decisions and delegate action

- 2.45 Break
- 3.00 Managing behaviour in meetings
- Using disagreement and conflict creatively
- 4.15 Course review
- 4.30 Finish

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