



# The Chairing Practice Workshop

## Programme overview

Whether or not you are a committee chair, you must expect that at some point in your council career you will be called upon to chair a council, committee, subcommittee or community meeting of some type. There is nothing worse than being thrown in boots and all with no experience under your belt.

Even with some experience in a chairing role, there may well be elements of chairing that you would like to brush up on or improve – perhaps it's how to deal with standing orders, difficult members, aggressive members of the public, the media, or late agenda items. The Practical Chairing Practice Session gives you the opportunity to practise being a chair in a safe environment.

## Purpose

To learn how, and then have the opportunity to, practise chairing meetings in a private environment, so you are ready to do so when required.

## Topics

- › Motions, amendments, general business, minutes
- › Sitting in the hot seat when it's unexpected
- › Successfully preparing for a meeting
- › Quorum
- › Difficult participants
- › Keeping order
- › Making decisions that stick

## Target audience

Elected members who have less than a term, or no experience in a chair's role, who need to be able to chair a meeting.

## Learning outcomes

By the end of this practical training session you will have:

- › experienced chairing a simulated meeting; and
- › experienced a challenging situation while chairing the meeting.

This will enable you to:

- › list what you need to do to prepare for a meeting if you know in advance you are chairing;
- › keep a meeting on track (and know how to get it back on track if necessary); and
- › state what powers are available to you as a chair.

### PLEASE NOTE:

Participants will be asked to familiarise themselves with their council standing orders ahead of attending this workshop, and there will be an agenda to per-read. This is an interactive workshop and everybody will be asked to take an active part.

## Price

\$495 per person, excl.GST

OR for a customised in-house workshop solution please contact us for a quote at [equip.pd@lgnz.co.nz](mailto:equip.pd@lgnz.co.nz)

## Workshop timings

9am - 4:30pm

