

Module 9

Morning session

| Time | Duration | Topic |
|---------------|-----------------|--|
| 9:00 - 9:15 | 15 min | Welcome, Introductions and Workshop Overview. |
| 9:15 - 9:35 | 20 min | Session One: The foundations defining the key roles of the chair and the skills of effective Chairs. Discussion. |
| 9:35 - 10:05 | 30 min | Session Two: Understanding the pre-meeting requirements including report processes and what to expect in reports. |
| 10:05 - 10:20 | 15 min | <i>Morning tea</i> |
| 10:20 - 10:40 | 20 min | Session Three: The meeting discussion, some tips on effective meeting management, relevant Standing Orders for the Chair and dealing with difficult situations. |
| 10:40 - 11:10 | 30 min | Session Four: After the meeting - who does what after the meeting and how to measure the effectiveness of the meeting? |
| 11:10 - 11:20 | 10 min | <i>Break</i> |
| 11:20 - 12:15 | 55 min | Session Five: Putting into practice – a mock meeting is conducted followed by discussion then learning review, evaluation and wrap-up. |
| 12:30 | - | Workshop conclusion |