



# Chairing Meetings

Modern Governor, from Learning Pool, is a collection of manageable e-learning courses designed to help school governors develop their skills through e-learning.

This course examines the key skills involved in chairing meetings effectively, including pre-meeting preparation, how to ensure that everyone is heard and ensuring that the meeting's objectives are achieved.

We've all been in badly managed meetings before. This course will tell you how to handle those who hog the limelight in meetings and those who speak amongst themselves.

In this module, you'll learn

- how you can chair a governing body meeting more effectively.
- Some tips and hints to ensure everyone gets the chance to contribute equally.
- how you can keep meetings shorter but effective.

Course title:	Chairing Meetings
Course duration:	30 minutes
Course composition:	Meetings and attendees (14 mins) Preparation & starting meetings (6 mins) Running a meeting (6 mins) Voting and concluding (4 mins)

If you have any difficulties accessing this course, please call 0845 543 6033 or email [support@learningpool.com](mailto:support@learningpool.com)