

The Art of Being an Effective Chair and Chairing Well Online Programme

PART A (Please note: We will start promptly so please join early to check all the IT is OK and you are connected. All other times are approximate for guidance purposes only)

9.55am	Log in to ensure prompt start at 10am
10.00am	<p>Introductions</p> <p>Fundamentals of governance</p> <ul style="list-style-type: none"> • What every chair of the board or every chair of a committee needs to have a deep understanding of <p>Role of chair</p> <ul style="list-style-type: none"> • The chair's role • Requirements of the role • Characteristics of a good chair • Do's and Don'ts
	<p>Relationship of chair with trustees</p> <ul style="list-style-type: none"> • Keeping board/committee members engaged and interested in governance <p>Planning:</p> <ul style="list-style-type: none"> • Planning the work of the board and committees • Agendas • Preparing for meetings • Basic rules for Board & Committee papers
	<p>Planning: Meetings</p> <ul style="list-style-type: none"> • Actions before and after meetings • Minutes – getting them right <p>Minutes of meetings</p> <p>The art of chairing a meeting</p>
2pm	End

Note: There will be a comfort break at about 11.30am and a 30 minute lunch break at about 12.30pm

PART B

Please read the case study before you join PART B

9.55am	Log in to ensure prompt start at 10am
10.00am	Case study
	Break
	Re-join Getting behaviours right at meetings Dealing with conflict including difference between tension and conflict Relationship with CEO and staff <ul style="list-style-type: none">• Getting the right balance between support and challenge• Julia Unwin's 5S model for high performance boards/committees• Meetings without staff
12. 30pm	End