

Educational: Chairmanship



Educational Details

Time: 5 minutes

Meant for session #: 2

Content

Throughout life you will attend many meetings. Chairmen ensure that meetings and discussions run smoothly. This allows business to be conducted efficiently with fewer heated arguments.

To run a good meeting, time must not be wasted. Here are some ways to make sure time is being used well:

- **Prepare an agenda.**
An agenda helps everyone know what topics to expect and therefore what information to bring. It should list all the topics of discussion and give start and end times to the meeting. Detailed agendas may even assign a certain amount of time to each topic!
- **Start and end on time.**
No one likes to wait for a meeting to begin or stay for a long time after it's supposed to end. Start on time, even if some of the attendees are late. Everyone will be happier if you end on time and they'll try not to be late next time!
- **Stay on topic.**
Follow the agenda and don't let the discussion stray too far from the subject at hand. If it was allocated a certain amount of time, don't let it exceed that time. If the conversation is dwindling, reach a conclusion and move on to the next item.
- **Encourage participation.**
No one should do all the talking. If everyone is contributing, more ideas will develop and a conclusion can be reached faster. If someone is shy, ask them to contribute.
- **Stay focused on the goal.**
Make sure you always push to accomplish the goal of your meeting! Decisions should be made, and everyone should understand what choice was made and why.

To be a good chairman, you must watch other chairmen! See why you liked or didn't like specific meetings and work on those skills.

Activity Ideas

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