

How to chair an effective meeting

Preparation - *Know the subject, balance your opinions and set an agenda*

Encourage - *Ask open questions, value silence, fine tune your body language and build rapport*

Rivalry - *Manage conflict, remain impartial, know the subject and be firm but fair*

Focus - *Manage ramblers and control digressers*

Ears - *Listen effectively throughout*

Clarify - *Sum up the points made and issue prompt, accurate minutes*

Time - *Value time, keep time and allow time for everyone to speak*

