



# Chair Skills

**Have you just been appointed Chair of your group?** Perhaps you are thinking of standing for Chair in the future or you may have been a Chair for a while and want to brush up on your skills? Then why not come along to our Chair Skills session? It promises to be informal, informative and fun with lots of opportunity to meet members of other groups and share ideas.

## Main duties for a Chair include:

- Presiding over the group's committee and public meetings
- Ensuring other committee members carry out their roles
- Working with the Secretary to set agendas for meetings and verify minutes
- Guiding the group to achieve its aims

## The session will cover:

- How to delegate
- How to be assertive
- Negotiation skills
- Team skills
- Time management skills



*If you have any access, dietary or any other needs please let us know and we will be glad to assist.*

**All sessions will be held at a north Manchester location and refreshments will be provided.**



**Sessions for 2010:**  
Fri 22 Jan – 2pm – 4pm  
**Mon 19 Apr – 2pm – 4pm**  
Tues 20 July – 6pm – 8pm  
**Thu 21 Oct – 10am – 12pm**

**For further information please contact our Resident Involvement Officer on 03000 123 123 or email [info@northwardshousing.co.uk](mailto:info@northwardshousing.co.uk).**

