

# Chairperson Skills in an Organisation

Course information



**tnta**  
THE NATIONAL TRAINING ACADEMY



# Overview

Strategic leadership is essential for the success of any board, ensuring the organisation has direction and drive to meet their objectives. The chairperson is a figurehead for the organisation and needs to lead by example. The chairperson needs to be diplomatic, focused, fair and open minded to be effective in this role.

This role of chairperson course is aimed at anyone who is currently in the role of chairperson or thinking about putting themselves forward for this position. The skills learnt will help you to develop a deeper understanding of functions and responsibilities of this role.

## This course contains the following modules:

**Module 1** - Strategic and operational roles - In this module you will look at the role of the chairperson, electing a chairperson and strategic and operational roles.

**Module 2** - Effective skills for the chairperson - In this module you will look at planning, communicating, delegating, leading, facilitating, being an ambassador, qualities and skills.

**Module 3** - Organising and facilitating meetings - In this module you will look at meeting processes, preparing for, facilitating and chairing meetings.

**Module 4** - Barriers to decision making - In this module you will look at personality traits when communicating, barriers to communication, behaviours, question types, closing questions, managing behaviours, encouraging contributions and decision making.

**Module 5** - The leadership role of chairperson - In this module you will look at leadership, building confidence and qualities of a good leader.