

# Development opportunity

## Grow your contacts: Chairing

Taking responsibility for arranging and chairing a meeting.



### How it develops talent

- Learn how to plan meeting agendas and help share the sessions to achieve goals.
- Manage logistical arrangements and respond to the needs of those attending the meeting.
- Strengthen skills in managing others' contribution to the meeting.
- Learn how to summarise discussions, document and communicate actions.

### How to deliver it

- Giving someone the opportunity to arrange and chair a team meeting is an easy and practical step, but remember there may be other development opportunities to consider such as meetings with people who use the service / family members etc.

I led two sessions at our team away day this month. I encouraged the group to participate in reflecting on strengths and points for improvement within our team and also how we respond to service users' needs. For next time I would try and work more on the timings of both my sessions.



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**Aspiring Manager, part of Skills for Care's Aspiring manager programme**

Go to [www.skillsforcare.org.uk/developoptalent](http://www.skillsforcare.org.uk/developoptalent) for more on 'Development opportunities'.