

## Reviewing your Skill as a Chairperson

1 = Never; 2 = Occasionally; 3 = Frequently; 4 = Always

Mark the option that is closest to your current experience.	1	2	3	4
1. I ensure the venue and the agenda is prepared correctly.				
2. I make sure that I am thoroughly prepared for each meeting.				
3. I begin each meeting at the scheduled start time.				
4. I explain the purpose of the meeting clearly to all participants.				
5. I follow the approved agenda for each meeting.				
6. I ensure the participants understand the Minutes of the previous meeting.				
7. I allow all points of view to have a fair hearing.				
8. I am aware of each participant's motives and hidden agendas.				
9. I ensure that all participants are fully involved in each meeting.				
10. I keep the meeting to time – ensuring all agenda items have due consideration.				
11. I keep good order in the meeting.				
12. If decisions are to be made, I summarise discussion and make the group's decision clear.				
13. I ensure that participants know what action to take before the next meeting.				
14. I make sure that an accurate minute of each meeting is taken and distributed on time.				
15. I ensure that participants know the place and time of the next meeting.				

### Now add up your score.

- 15 - 30 Your skills as a Chair need considerable improvement. Rethink your approach and skills and take action.
- 31 – 45 You have definite strengths as a Chair. Review your weak points. It is here where you need to concentrate upon improvement and action.
- 46 – 60 The meetings you Chair should run smoothly and be effective. But each meeting is different, so continue to prepare well and practise your skills.

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