



... practical tools to help you bring out the best in your Board

When is it?

- Thursday 23 July 2009
- 9:30am - 4:30pm
- 134 Edmund Street, Birmingham, B3 2ES
- £245 + VAT or £195 + VAT for clients or early bird bookings before 10th June

Why should I attend?

Meetings can take up huge amounts of resource, but sadly the returns are often disappointing. Investing in this Master class will help you bring out the best in your Board. And that benefits the company - more effective teamwork means better decisions and quicker implementation.

Who will be there?

Do you want to see your Board move from good to great? Or perhaps they're currently struggling to work effectively together?

This one day Master class should be of interest to Chairs, Vice-Chairs, Executives and others who are involved regularly in leading teams.

What will it cover?

During the course of the day we'll explore how to:-

- get the meeting agenda right;
- secure active participation from all participants;
- respond effectively to difficult behaviours;
- pace the meeting to maximise output;
- capture outcomes, so progress can be measured quickly and easily;
- establish simple feedback loops to re-enforce good practice; and
- identify the right appraisal process for the Board.

"I found I learned a lot by exchange of ideas with other delegates"
"Second to none in instruction and information"
"Illuminating and beneficial"
Feedback from previous delegates

Programme Outline

The Master class will run from 9.30am to 4.00pm, with plenty of opportunity to network during lunchtime and refreshment breaks. It will be highly interactive, incorporating a series of practice-based learning exercises.

Identifying the Issues - the Master Class starts with a discussion on the challenges of *“sitting in the Chair”*.

Setting the Agenda - during this session we'll look at how to identify key *“compass points”* that provide a robust framework for the Agenda. In addition, we'll investigate some ways to help participants focus their thoughts in advance of the meeting.

Active Participation - we'll look at how to get the best from different character types. We'll also explore some innovative ways to capture thoughts around the table quickly and effectively.

Difficult Behaviours - this session introduces practical resources to minimise destructive conflict and encourage the creation of win/win solutions

Pacing the Meeting - we'll look at when discussions need to be speeded-up or slowed-down, and examine some ways to pace the meeting more effectively.

Capturing Outcomes - different meetings require different ways to record and capture the outcomes. We'll look at how we can ensure the right follow-up action is taken at the right time.

Feedback Loops - sometimes destructive behaviours become embedded in the culture of our meetings. We'll explore ways to set up feedback loops that help us re-enforce best practice.

Appraisal Methods - we'll finish the day by reviewing the importance of regular appraisal, and the merits and shortcomings of different appraisal methods.

Programme Leader



Simon Ramshaw is the partner at Anthony Collins Solicitors who heads up our coaching, training and mentoring resource. He has over thirty years' experience as a lawyer, coach, non-executive director and trustee. Simon regularly provides targeted, practical support for ongoing Board development, as well as acting as mentor to a number of CEOs and Senior Executives.

Bookings

Bookings to **Tina Volante**, Anthony Collins Solicitors LLP, 134 Edmund Street, Birmingham, B3 2ES.

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Fax: **0121 212 7434**

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