COMMITTEE CONTROL

"A committee is a cul-de-sac down which ideas are lured and then quietly strangled." - Sir Barnett Cocks

This course provides essential information on how to effectively manage and lead committees. It will cover topics such as: developing an effective committee structure; setting measurable goals; creating timelines for progress; delegating tasks and assessing roles; building consensus; and resolving conflicts. Participants will learn useful strategies for working with large groups, discussing challenging topics, and problem solving. Through interactive activities, participants will have the opportunity to practice their newly acquired skills and develop a better understanding of how to apply them in real-world situations.

Key Course Content:
- Set clearer reporting lines.
- Clarify roles.
- Remove ambiguity.
- Add more structure to your meetings.
- Follow the set agenda.
- Distribute the agenda to everyone prior to the meeting.
- Make sure the agenda is clearly communicated to the members.
- Ensure that everyone gets a fair chance to share opinions.
- Adopt active listening skills.
- Objectively examine every option.
- Systematically and logically formulate the conclusion.
- Make sure that the chairperson is fair and decisive.

Target Audience:
The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.

Duration:
This course is available as a 1-day course or a truncated half-day course.

Delivery:
This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.

Group Size:
We recommend a group size of 4-10 people.

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