

CHAIRING – An acronym-based Reminder

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The following acronym-based set of reminders can help people chair meetings more effectively, especially those who are new at doing so;

C - Convene meeting and review agenda

- start on time
- briefly explain purpose of meeting

H - Highlight key objectives

- focus attention on main topics for discussion
- briefly review expected outcomes

A - Assess progress and appropriateness of processes

- as meeting unfolds, evaluate progress
- when needed, use the "parking lot"

I - Involve people in the discussion

- acknowledge contributions of participants
- use a speaker's list

R - Review and summarize discussion

- maintain the flow of the meeting
- at key times, summarize key points

I - Identify optimal decision-making methods

- indicate pros and cons of potential decision-making methods
- remember value of consensus decisions

N - Note decisions made

- ensure decisions are effectively recorded
- link follow-up to decisions

G - Generate a feeling of collaboration and productivity

- thank people for their participation
- identify next steps and or meeting