

# Chair Skills

Have you just been appointed Chair for your group? Perhaps you are thinking of standing for Chair in the future? Or you may have been a Chair for a while and want to brush up on your skills? Then why not come along to our Chairs Skills session. The session promises to be informal, informative and fun with lots of opportunity for discussion. Why not come along and meet other members of Tenants and Residents groups to share ideas?

The session will help participants to be able to confidently perform a variety of roles expected of them as Chair.

## Why not give it a go?

You could learn new skills:

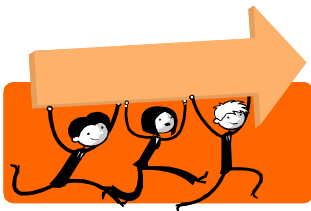
How to delegate



How to be assertive



Negotiation skills



Team skills



Time management skills

## What it means to be the Chair your local Tenant and Residents Group



The Chair is important as they are usually the public face of the group.

### The main duties of the chair include:

- ✓ Preside over the groups committee and public meetings
- ✓ Guide the group to achieve its aims.
- ✓ Work with the secretary to set agendas for meetings and verify minutes
- ✓ Ensure other committee members carry out their roles

### Forthcoming Training Sessions for 2010:

Fri 22 Jan – 2pm – 4pm

Mon 19 Apr – 2pm – 4pm

Tue 20 Jul – 6pm – 8pm

Thu 21 Oct – 10am – 12pm

*All sessions will be held at a North Manchester Location*

*If you have any access, dietary or any other needs please let us know and we will be glad to assist.*

For further information please contact Northwards Housing on **0300 123 123** and ask to be put in touch with the Resident Involvement Officer. Or email:

[info@northwardshousing.co.uk](mailto:info@northwardshousing.co.uk)

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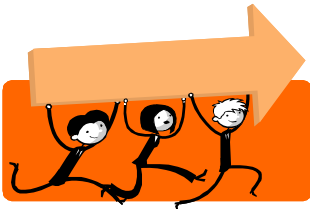
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