

Draft programme for Lancaster City Council

Workshops for Members

Date: Thursday November 19th 2009

Chairing skills 3 – 5 pm followed by Questioning skills 6 – 8 pm

Venue: Banqueting Suite - Lancaster Town Hall

Facilitator: Frances Taylor

CHAIRING SKILLS

- 3 pm Welcome and Introductions
- 3.10 pm What makes an effective Scrutiny chair? – pair work or small group discussion
- 3.30 pm Feedback in whole group
- 3.50 pm Effective chairing - Presentation - Frances Taylor
- 4.05 pm Putting this into practice – skills exercise with scenarios
- 4.50 pm Drawing conclusions
- 5 pm Close

Interlude – refreshments - networking

QUESTIONING SKILLS

- 6 pm Questionnaire – individual completion followed by discussion
- 6.30 pm Presentation on Questioning
- 6.45 pm Introducing the scenarios and skills practice exercise
- 6.50 pm Choosing a scenario, identifying the questions and planning a strategy - small groups
- 7.15 pm 'Doing it for real' – in small groups with observers
- 7.50 pm Drawing conclusions
- 8 pm Close