

# JUDICIAL TRAINING INSTITUTE

## WORKSHOP ON LEADERSHIP SKILLS

**Topic: What it Takes to Plan, Manage and Chairing  
Conferences**

**By Prof. Waswa Balunywa, PhD**

**Executive Director**

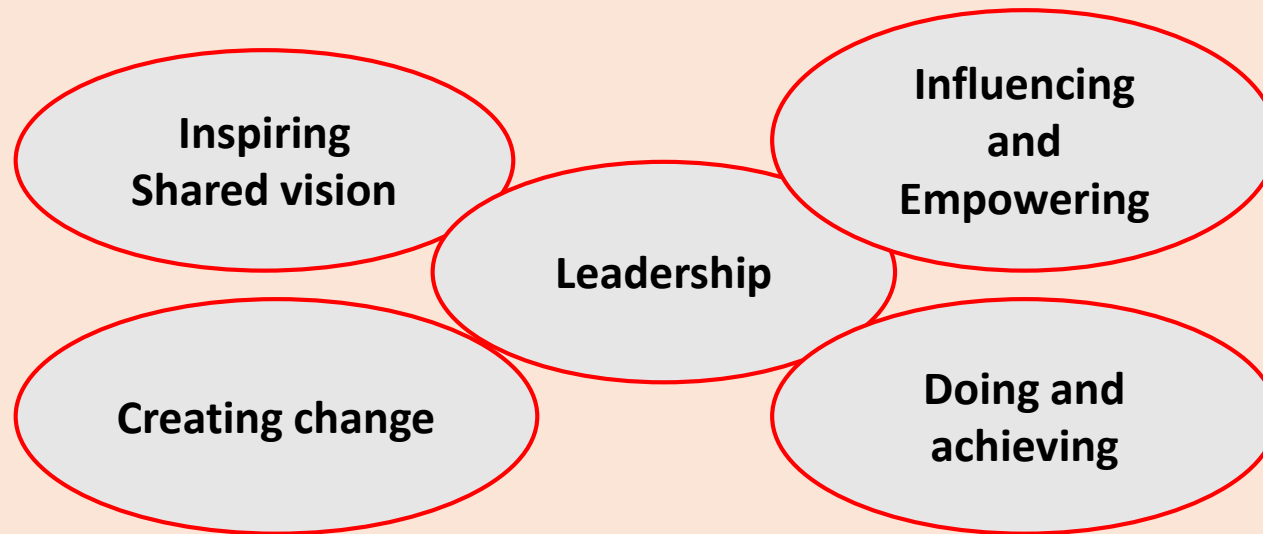
**Balunywa Leadership Academy**



***Presenter***

***Prof. Waswa Balunywa, PhD.***

# What is leadership...Cont..



# Who is a leader

- A leader is one who inspires, guides and influences others
- A conference chair is a guide and a motivator to a conference.

# What are the Skills Required to Chair

# skills Required

- Strategic thinking
- Creativity
- Flexibility
- Communication
- Decision Making

- Delegation
- Managing conflict
- Team building
- Self aware
- Adaptability
- Resilience

# Skills required to Chair Conferences.

- **Vision** which is the ability to look into the future and see that the conference will succeed to have a comprehensive view of the conference.
- **Empathy:** To understand the needs of the different conference participants.
- **Listening:** To be able to listen every person in the conference depending on whether you are chairing the entire conference or just part of it.

# Skills required to Chair Conferences...Cont..

- **Emotional intelligence**, you have to be aware of yourself, who you are and be able to understand emotions of other people you are dealing with. People can be emotional and you may fail to achieve what you want to achieve.
- **Team ship**. When you organize a conference, there are various teams. So you need the skill to be able to collaborate with other people for the success of the conference. Set the rules by which you govern yourself



# Skills required to Chair Conferences...Cont..

- **Building Network.** When you are in the conference, you need a variety of people whom you are going to work with and these people constitute your network.

**N.B: You cannot succeed alone when you are doing work, so you need those people to be with you so that they can help you and support you.**

- **Being open minded that things can go wrong,** get ideas from other people. This enables you to plan very well with what you set out to do
- **Continuously learning** from what has happened. Get that experience and learn and this can be instant

# Skills required to Chair Conferences...Cont..

## Listening

- Presentation at conferences or meetings is essentially communication.
- Presentations often involve the use of visual aids to support communication.
- Communication is the ability to pass on a message effectively, which is the essence of a presentation.
- Practicing active listening. Use short, and clear sentences to help improve comprehension during communication.

# Skills required to Chair Conferences...Cont..

**Creativity:** Essential for responding to the audience and adapting to circumstances during a presentation. A rigid approach may hinder effectiveness, making it important to remain flexible and innovative.

**Decision-Making:** Crucial for adapting to changes during presentations or conferences. Enables quick, effective responses to dynamic situations.

# Skills required to Chair Conferences...Cont..

**Managing Conflict:** Conflict is inevitable it happens all the time and you need to be able to acquire the necessary skills to detect conference and manage it depending on its intensity and who it affects.

**Delegation:** You cannot do everything; delegate tasks as needed, especially when physical presence is not possible.

# Skills required to Chair Conferences...Cont..

**Adaptability:** The creative skill means generating alternative ideas but this also means that you yourself must be willing to change. You should be adaptable to the condition that you are in to be able to be effective.

**Resilience:** You need to have the ability to get up and go when you fail therefore you should be able to meet all the challenges that come with the responsibilities that you take on. You may be frustrated, You may be confronted by and some challenges, Some people may raise the voices against you. You should be able to move on. **This is resilience**

# Skills required to Chair Conferences...Cont..

**Critical Thinking:** The ability to look ahead and also be able to have an overview of what is taking place. This will enable you have a successful meeting.

**Thank You For Listening**