

Chairing Coordination Meetings

How to conduct an effective meeting

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Garowe, Somalia



Shelter Cluster Somalia
ShelterCluster.org
Coordinating Humanitarian Shelter



Purpose of this Presentation

- ✓ **Steps to holding a coordination meeting**
- ✓ **Developing an effective agenda**
- ✓ **Chairing**
- ✓ **Basic Rules on drafting a PowerPoint Presentation**

REMINDER:

What Cluster Coordinators do?

- ✓ **Manage the Coordination Process;**
- ✓ **Manage Information content and flow;**
- ✓ **Report;**
- ✓ **Assess and Monitor Needs;**
- ✓ **Advocate;**
- ✓ **Facilitate Strategic Development;**
- ✓ **Analyse;**
- ✓ **Provide Terms of Reference;**
- ✓ **Ensure Civil Military Coordination and Cooperation;**
- ✓ **Establish and Maintain sub-national ;**
- ✓ **Build Capacity;**
- ✓ **Mobilise Resources**

What are Meetings?

A gathering of people?

“an occasion where Minutes are kept but hours lost”

***The key reason we MEET is to make
DECISIONS ...***

Preparing Effective Cluster & Working Group Meetings



- ❖ **Decide why you need to meet**
- ❖ **Notify and remind members at least a week prior**
- ❖ **Check with members before the meeting what should be on the agenda**
- ❖ **Prior to the meeting (at least a few days before) circulate:**
 - ✓ **The agenda**
 - ✓ **The draft minutes**
 - ✓ **Any Papers that need to be discussed and decisions made on**

Chairing a Meeting



The Chair must:

- **Start meetings promptly**
- **Follow the agenda**
- **Manage the use of time**
- **Limit/control discussion**
- **Elicit participation**
- **Help resolve conflicts**
- **Clarify action to be taken**
- **Summarise results after each Agenda point**

How to improve an Agenda?



- ✓ Put any item that calls for energy and fresh ideas near the beginning of the agenda
- ✓ Put urgent items early on, in case the meeting has to break with unfinished business
- ✓ Do not make the Agenda too long

Under no circumstances should a meeting run for more than two hours. After that time people are tired and **may be** unproductive.

The Minutes should include...

- Meeting date
- Meeting time/ location
- Meeting Purpose
- List of invited participants/actual attendees
- For each agenda item:
 - Discussion summary – short statement of main point
 - Decision(s) made – list all decisions
 - Action Item(s) – list all with who/what/when
- Date of next meeting

MINUTES SHOULD BE A SUMMARY - NOT EVERY WORD

Basic Power Point Guidelines

Basic Rules

Tips to make your presentations presentable

PowerPoint Guidelines

Font



- ✓ Choose a clean font that is easy to read
- ✓ Different styles confuse the audience
- ✓ Roman, Gothic, Arial typefaces are easier to read than **Script** or **Comic**
- ✓ Stick with one or two types of fonts

You want the audience to focus on what you present, not the way you present!

PowerPoint Guidelines

Bullets



- ✓ **Keep each bullet to one line, two at the most**
- ✓ **Limit the number of bullets in a screen to six**
- ✓ **The Bullets should not contain everything you want to say**

Bullets allow you to “cue” the audience in on what you are going to say. Use Bullets as a guide and you elaborate!

PowerPoint Guidelines

Caps and Italics



- **Do not use all capital letters**
 - Makes text hard to read
 - Conceals acronyms
 - Denies their use for EMPHASIS
- ***Italics***
 - Used for “*quotes*”
 - Used to *highlight* thoughts or ideas
 - Used for book, journal, or magazine *titles*

Basic Rule



Having too much text on the screen can defeat the purpose of using PowerPoint. The slides begin to look like a jumble of text, making slides difficult to read and unrecognizable from each other. People will either try to read everything or copy everything down or they will lose interest. List only the key points. If you have more info to include use more slides or create handouts.

Avoid Text Overload!

Basic Rule



A common mistake in creating a presentation is to place too much information on the screen. This can cause the reader to become distracted from the speaker...*just like you are now.*

Audiences are much more receptive to the spoken word!



Summary

A Few Basic Rules



Keep it simple...

- Make bullet points easy to read
- Keep text easy to understand
- Use concise wording
- Keep font size large
- A few excellent graphics are better than many poor ones
- Photographs can be powerful but use sparingly!

Look at the next two slides and compare which slide conveys the information in a simple manner



Martin Luther King Jr.

Religious leader

Civil rights activist

Author/poet

Labor activist

Minister

Antiwar activist



Martin Luther King Jr.

- **Religious leader**
- **Civil rights activist**
- **Author/poet**
- **Labor activist**
- **Minister**
- **Antiwar activist**



Remember!!



- Do not use the PowerPoint to hide yourself
- People in the room came to listen to you
- The PowerPoint should enhance the presentation, not *BE* the presentation
- If all you are going to do is read from the slides, then just send the participants the slide presentation

Remember, only ***YOU*** can prevent “***Death by PowerPoint***”