

MODERATION AND PRESENTATION SKILLS

Focused work forces - skilled moderation and presenting facilitates goal oriented and effective results.
Activating, motivating, and steering a group to a productive and sustainable outcome.

FACTSHEET



TARGET GROUP

Moderating and presentation skills training benefits all who would like to improve their competence in moderation and presenting, be it for project groups, international meetings or task forces. The participants of this skills training seminar develop effective tools and competencies in moving a group to a productive result.

OVERVIEW

- Preparation and structure: Audience focussed presentations
- Role and responsibility of a moderator and presenter
- First impressions and body language
- Using media effects and visualisations for the target audience
- Group dynamic and task forces
- Dealing with difficult situations and unexpected questions
- Securing and documenting results and “next steps”

MODERATION AND PRESENTATION SKILLS

VALUE

- Developing moderation and presentation skills
- Understanding the role and responsibilities of a moderator and presenter
- Applying moderation tools for effective results
- Dealing with groups: Activating, motivating and steering
- Effectively facilitating the decision making process and consensus

PROGRAMM CONTENT

The following content offers an overview of possible content for this training. A curriculum will be finalized, based on the individual needs of the participants, resulting from the individual needs and learning analysis.

Preparation and structure

- Understanding the task at hand
- Developing a structure:
Opening – development – close
- Audience analysis and goals for effective meetings

The role and responsibilities of a moderator and presenter

- The role of a moderator in meetings, task force groups; project teams
- Persuasive communication techniques
- Dealing with difficult team members

Body language and rhetoric

- Authentic body language
- Use of voice and language: Pace and intonation
- Explaining facts and figures

Group dynamic and task forces

- Activating and motivating group participation
- Steering and guiding to effective results
- Decision making processes

Visualisation tools in moderation

- Capturing information and ideas
- Questioning techniques
- Map minding

Critical situations and resistance

- Keys factors for tension situations
- Responding to unexpected questions: Isolating and focussing on the issue
- Dealing with resistance and demotivation

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