

Moderation Techniques

2 Days **BGMT**

OVERVIEW

A workshop with a very practical approach to train participants on leading successfully a group discussion and how to formulate questions that lead to interaction.

DESIGNED FOR

Designed for heads of units, internal consultants, HR managers, and training managers.

LEARNING OUTCOMES

By the end of this course participants will be able to efficiently lead group discussions using moderation techniques.

TOPICS COVERED

The Basics of the Moderation Method

- A Bit of History: where does this method come from?
- What is Moderation?
- Areas of Application
- Cases in which the Moderation Method is especially suitable
- Cases in which the Moderation Method should not be applied
- The Role of the Moderator
- Self-conception of the Moderator
- Guidelines for the Moderator

Phases of the Moderation Process

Moderation Techniques

- Action Plan / List of Activities
- Call Out Question
- Card Question
- Clustering
- Discussion
- Double (Card) Question
- Flashlight
- Group work
- Personal presentation
- Presentation by Participants
- Proposition / Thesis
- Single Dot / One Point Question
- Store/List of Recommendations and subjects
- Weighting Question or Multi Dot / Several Point Question

Visualisation

- Why Visualisation?
- Visualisation Equipment

Practising the Moderation Method

- Suitability of Moderation Techniques
- Rules for a Visualised Discussion

EXTRA NOTES

An equivalent course is available in Arabic and French. Please call us for details.