Your Logo

Moderation and presentation

Leseprobe

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Seminar overview

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- What is moderation?
- The moderator
- Tools
- Presentation
- How to prepare for a moderation
- The structure of a moderation
- Questions – A moderator‘s bread and butter
- Problem-solving strategies
- What is a presentation?
- How to prepare for a presentation
- How to organize a presentation
- Giving a presentation
- Dealing with interruptions and complications
- Day clearing

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What is moderation?

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“Moderation” is known as the effort of one or several persons to enable and to facilitate the opinion-forming process of groups without steering or influencing it.

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General tips

- Plan the structure and the method of your moderation well in advance.
- Share your intent and approaches with the group, and let them give their agreement.
- Pass questions concerning the content on to the entire group.
- Avoid comments regarding the content and evaluations of participants' contributions.
- Assume a neutral stance.
- Make an effort to incorporate all participants into the moderation process equally.
- Moderate in pairs of two, if possible.

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Tools

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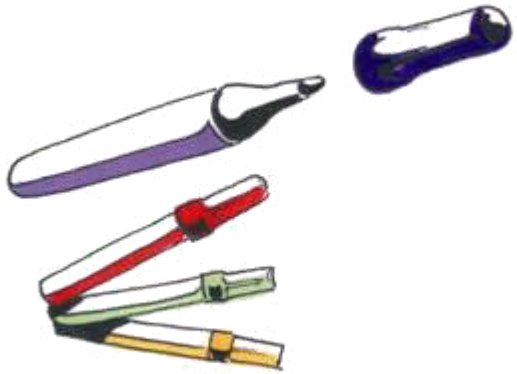

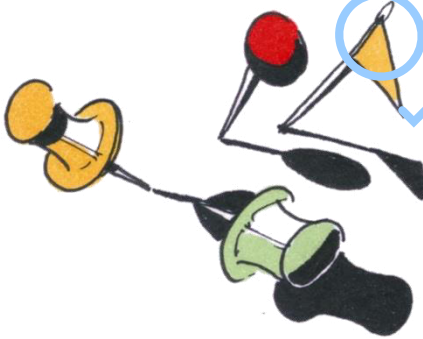

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Presentation

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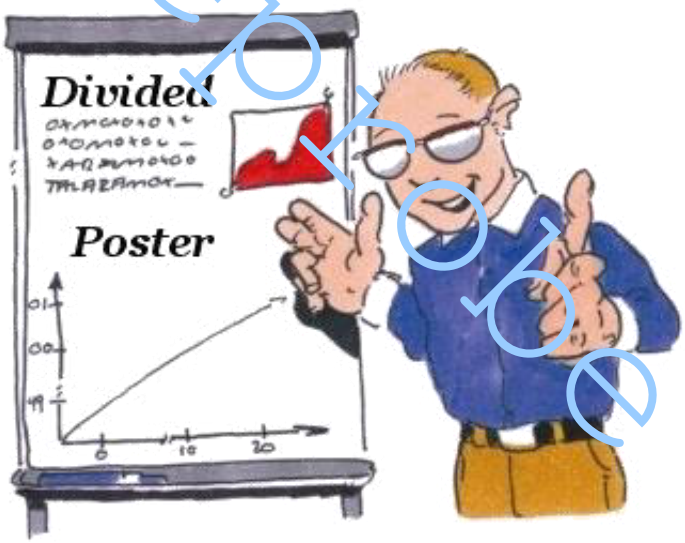
- Structure, symmetry, and interior logic
- Sensible use of shapes and colors
- Good readability and sophisticated illustration

Test Probe



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How to prepare for a moderation

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1. General overview
2. Overview of the subject matter
3. Information concerning the participants
4. Rough goal
5. Methodical concept
6. Preparation of materials
7. Organization
8. Physical and mental fitness

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The moderation plan

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- **Number?**

  According to the moderation cycle

- **What?**

  What counts?

- **How?**

  Which method?

- **Who?**

  Which moderator?

- **Time?**

  How long?

- **Tools?**

  Which tools, aids, and materials?

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The seating order

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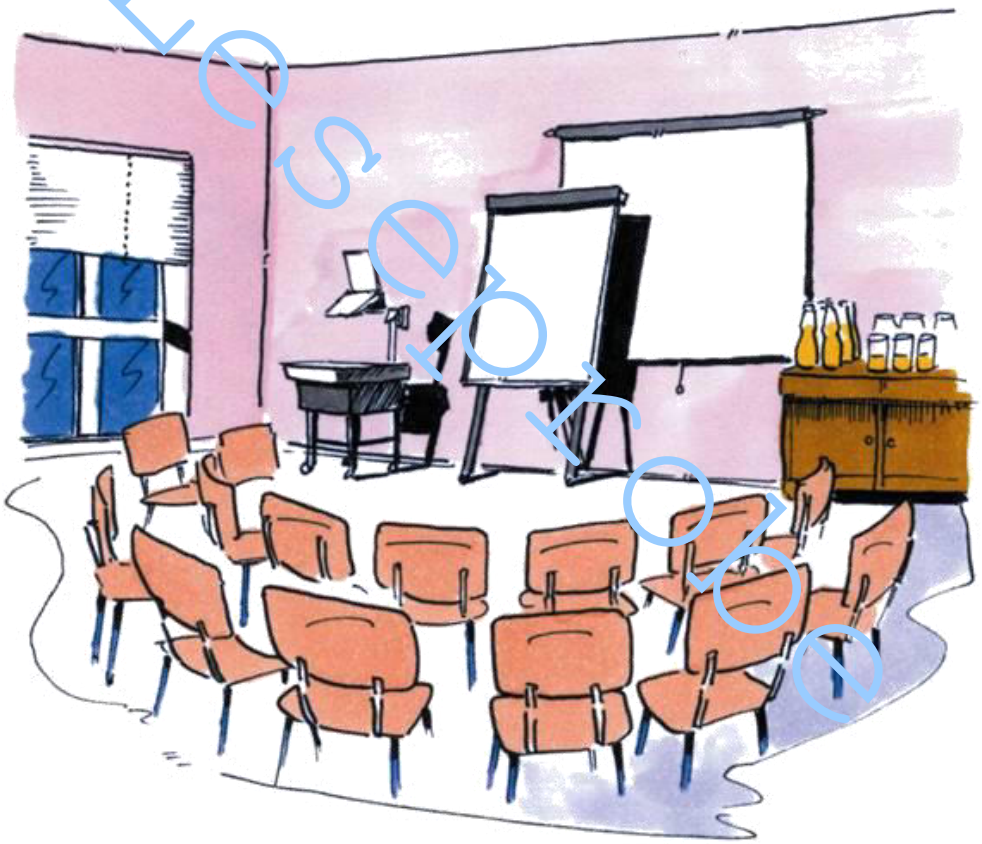

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The structure of a moderation

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What?

How?

Who?

Time?

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