

Professional Moderation («H33756»)

Do you want to achieve structured and documented joint results in meetings? Learn the necessary working techniques in this course and achieve better results.

Duration: 2 days

Price: 2'200.–

Content

1 Moderation – more than classic meeting management

- Benefits and fields of application of the moderation method
- Role and self-image of moderators
- Conflict field of leadership responsibility – neutral moderation

2 Moderation techniques

- Visualization as a working tool
- Structured-visualized questioning techniques
- Evaluation and weighting techniques
- Group activating techniques
- Structured problem-solving aids
- Clear and binding discussion leadership
- Motivating and goal-oriented questioning techniques

3 Moderating events

- Keeping participants, time and goal in focus
- Promoting motivation and work ability
- Phases of a moderated session
- Preparation and implementation
- Securing results and action plan

4 Effect as moderator

- Confident appearance in front of the group
- Speaking in an understandable and «appealing» manner
- Natural use of body language

5 Moderation in practice

- Work on case studies
- Exercises in dealing with moderation techniques
- Transfer of techniques into the own field of work
- Feedback on your own effect in the role of the moderator
- Specific tips on how to improve your own moderation skills

Key Learnings

- Preparing discussions and meetings in a participant-oriented and result-oriented way
- Expanding methodological repertoire and expertise in the area of moderation
- Using the resources and knowledge of all participants to find ideas and solutions
- Receiving personal feedback and developing your own professional approach to moderation

Theoretical impulses in a constant mix with practice-oriented exercises in which you try out different techniques of moderation. Personal feedback helps you to develop specifically in your role as a moderator. You can bring in topics and problems from your own work with groups and develop new approaches and solutions.

Target audience

This course is aimed at specialists and managers, team and project leaders, trainers and consultants, as well as anyone who wants to use moderation as an effective working method.

Additional information

This training can also be offered virtually upon request.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-leadership-soft-skills/soft-skills/course-professional-moderation