

Seminar offer for „proper moderation techniques”

by Dirk Käser M.A.

goal:

The seminar presents fundamental skills, to take the role of a moderator in the company, effectively and with a safe feeling.

Employees often need to take a role in meetings or through prolonged work processes – in addition to the daily operations. To cope with this dual role some crucial competencies are needed. In this seminar we will discuss them theoretically and then train them practically. At each stage for your organization is won a sovereign and empathetic moderator.

target group:

managers and employees in the company who sometimes or often have to take on the role of a moderator.

number of participants: max. 12

content:

- ✓ role(s) of the moderator
- ✓ basic rules and techniques of moderation
- ✓ phases of talks
- ✓ communication traps and counter-strategies
- ✓ effective questioning techniques
- ✓ final and binding agreements



Contact me!

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