



Training

Career Workshop

Successful moderation of groups

with **CLAUDIA VON SCHULTZENDORFF**

Date: Tuesday, **8.12.2020** (9:00-17:00)

Location: Online Meeting via Zoom - Link for the meeting:

<https://us02web.zoom.us/j/83310267019?pwd=cnlEdWZxRGF3Sjk1VlpiUGdjQktiZz09>

Registration: please register via the following doodle link

https://doodle.com/poll/pi5tezzznzweda6a?utm_source=poll&utm_medium=link

Goals of the seminar:

The professional work in groups is becoming the basis of successful organizations and it is impossible to imagine everyday life without it.

In this practice-oriented seminar the participants learn the steps of planning, execution and follow-up of a moderated group session. They will learn techniques to guide the group in a goal-oriented way and lead it to a decision. Various moderation methods and their useful applications are tested in practical online exercises.

Target group

This online workshop is aimed at PhD students and postdocs who want to lead and moderate discussions successfully and confidently.

Content

1. Typical moderation situations
2. Moderator's skills and competencies
3. Preparation of a moderation
4. Moderation techniques
 - Card query
 - Group work
 - Plenum query
 - Sequence query
5. Moderation procedure (Six-Step-Method)
 - Introduction
 - Collection of topics
 - Selection and weighting of topics
 - Working in small groups, collecting results
 - Develop action plan
 - Closure
6. Follow-up
7. Moderation difficulties

Methods

Theoretical explanation; discussion; practical exercises.

Online tool

zoom