

SLE TRAINING. Moderation of events and process facilitation

Trainer: Ms Monika Boutros-Fischer

Duration: September 2-6, 2019, 5 days



Course programme

Time	Monday, 02.09.2019	Tuesday, 03.09.2019	Wednesday, 04.09.2019	Thursday, 05.09.2019	Friday, 06.09.2019
9.00 - 10.30	Registration (8.30 am) Welcome (9.00 am) Introduction to the training course <ul style="list-style-type: none"> Presentation of trainer and participants, getting to know who is here 	Cycle of moderation II. <ul style="list-style-type: none"> Getting the meeting off to a good start During the meeting Ending the meeting 	Preparing the first meeting <ul style="list-style-type: none"> Continuation of the preparation Preparing the meeting as participants and facilitators (working groups) 	Facilitation in practice <ul style="list-style-type: none"> Conduction of a meeting (1 hour) Feedback (0,5 hr) 	Cycle of moderation III. <ul style="list-style-type: none"> After the meeting Writing up and circulating the minutes or notes Lessons learned and feedback Check list for facilitation
Coffee break					
11.00 - 12.30	Objectives, personal expectations and agenda <ul style="list-style-type: none"> Formulation of learning objectives Different formats for training and meeting needs assessment 	The art of asking questions <ul style="list-style-type: none"> Powerful questions Make use of it 	Facilitation in practice <ul style="list-style-type: none"> Conduction of a meeting (1 hour) Feedback (0,5 hr) 	Exercising facilitation tools <ul style="list-style-type: none"> Tools for tackling difficult issues How to deal with resistance 	Different formats for larger groups <ul style="list-style-type: none"> World café, open space and more
Lunch break					
13.30 - 15.00	Facilitation is an art <ul style="list-style-type: none"> The role of a facilitator and a moderator Basic skills of a facilitator Background on energizers 	Exercising facilitation tools <ul style="list-style-type: none"> Brainstorming techniques Tools for decision making Tools for discussions 	Exercising facilitation tools <ul style="list-style-type: none"> Tools for encouraging participation and discussion More detailed planning tools 	Preparing the third meeting <ul style="list-style-type: none"> Preparing the meeting as participants and facilitators (working groups) Wrap-up and evaluation of the day 	Final evaluation and closure <ul style="list-style-type: none"> Evaluation methods Certificates
Coffee break					
15.30 - 17.00	Cycle of moderation I. <ul style="list-style-type: none"> Preparation of a meeting Wrap-up and evaluation of the day 	Facilitation in practice, preparation <ul style="list-style-type: none"> Identifying topics for a meeting Preparing the meeting as participant or facilitator (rotation of facilitators) Wrap-up and evaluation of the day 	Preparing the second meeting <ul style="list-style-type: none"> Preparing the meeting as participants and facilitators (working groups) Wrap-up and evaluation of the day 	Facilitation in practice <ul style="list-style-type: none"> Conduction of a meeting (1 hour) Feedback (0,5 hr) Wrap-up and evaluation of the day 	Good-bye! Auf Wiedersehen!