Moderation and presentation techniques (MPT)

ID MPT **Price** CHF 1,450.—(excl. VAT) **Duration** 2 days

Who should attend

People who want to lead conversations with groups or present content in a professional or volunteer context.

Prerequisites

Willingness for practical exercises

Course Objectives

You will learn to organize conversations in groups and to lead them to results in a structured way through moderation.

You will expand your skills and competencies with regard to presentations through targeted exercises.

You learn helpful techniques and methods for moderation and presentation.

You develop and consolidate confidence and sovereignty.

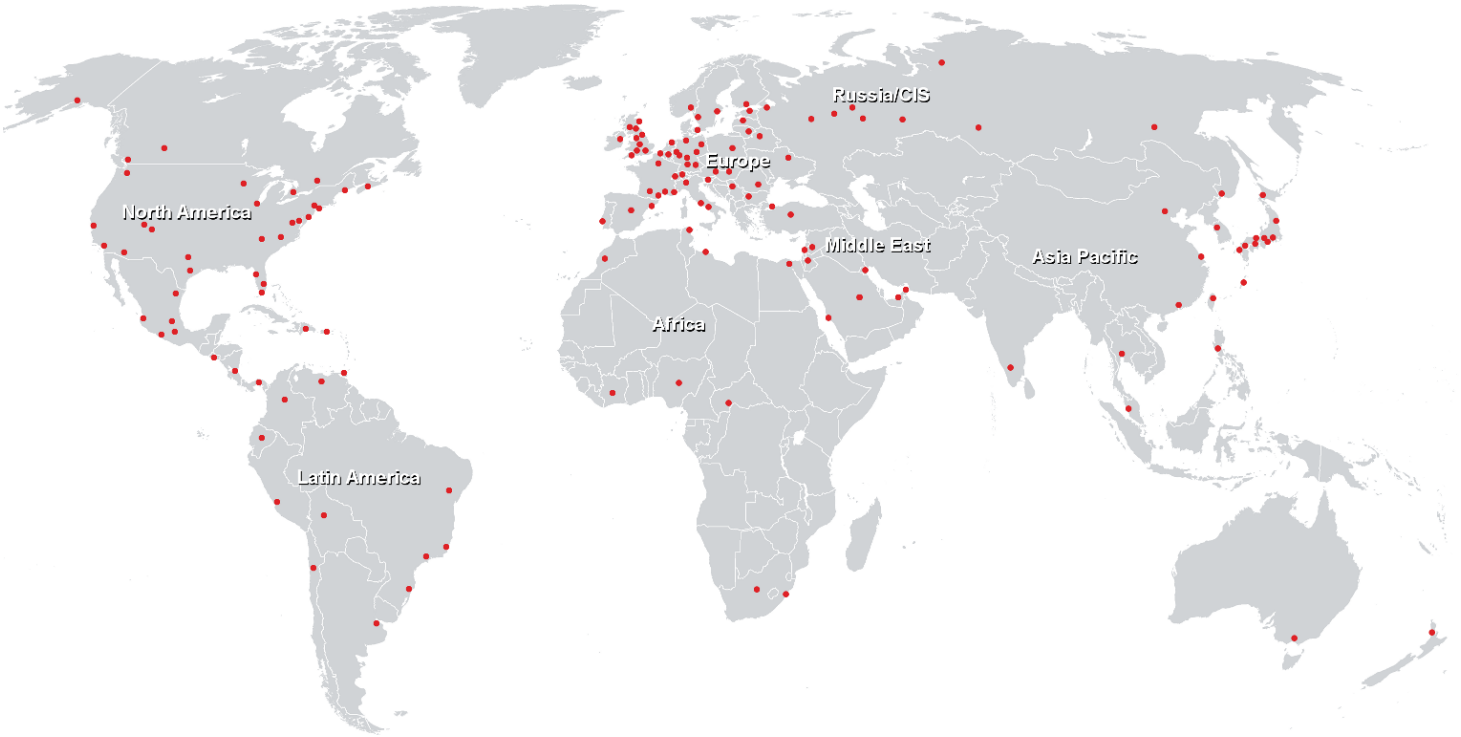
Course Content

This seminar introduces basic principles as well as the process and central phases of moderation and presentations. Practical exercises and realistic presentations make it possible to experience the effect of the methods taught. The central contents of the seminar are:

- Moderation and presentation: attitude, role and tasks of the discussion leader
- Structure: preparation, implementation and follow-up
- Use of media: which medium is useful when and how
- Confident appearance: Voice, language, body language
- Overview of methods for collecting ideas, evaluation and decision-making
- Questioning techniques
- Activating and motivating participants
- Visualization and securing results

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Training Centres worldwide





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