

Effective moderation &  
successful discourse management

# Metaplan Moderation Program

Metaplan<sup>®</sup>  
academy

# Metaplan Moderation



**If you want to advance teams, project groups and thus the organization, you have to ensure productive exchange – in person and online!**

The Metaplan Moderation Program teaches you in three seminars everything you need to be able to prepare and facilitate meetings, workshops or larger discourses in a planned way: **from basic interaction techniques to a complete discourse strategy** – and always with regard to your specific concerns and experiences.



# Who is the program for?

If you not only want to gain your first moderation experience or systematize and deepen existing experiences, but also want to **get to know and apply the tools of good moderation in a comprehensive way** – then we will gladly support you on your way to becoming a certified Metaplan Moderator!





# What will you learn?

We have been using the Metaplan facilitation method for five decades in face-to-face events and for many years online. During this time, we have never stopped developing the method and adapting and enhancing it to meet new requirements. **We convey the essence of this extensive experience in three seminars, which together form the moderation program.**



# What will you take with you?

- **Concrete tools** for immediate practical application – tried and tested for decades and continuously developed further.
- **Notes and materials** to deepen your knowledge.
- The **application experiences** from the processing of specific participant case studies.
- **New contacts** that expand your personal network.
- The **documentation** of content and discussions, including the results of the participants' case studies.

# What questions does the program answer?

- How do I apply basic and more complex **interaction techniques**?
- How do I develop **workshop dramaturgies** and discourse strategies?
- What do **good discourses** do and how do you create them?
- How do I tap into the **thought patterns of stakeholders and stakeholder groups**?
- How do I **visualize inputs, conversations, small groups and workshops** and secure discussion results?



# What makes the program special?

## **Casework**

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In each seminar, the **application of what we've learned to specific case studies** brought in by participants plays a central role. You will benefit especially if you bring your own case study into the seminars and put it up for discussion.

## **Support**

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We are available before training begins for an **orientation meeting**, give you **personal feedback** after each seminar (if required), advise you on the preparation of a specific facilitation, and **reflect on** your experiences and prospects **with you** after the training.

## **Certificate**

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Upon completion of your training, you will receive a certificate as a **Metaplan Moderator**.

# Which seminars are part of the program?

## Training: Moderation

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In this seminar you will learn to **moderate successfully and confidently** in order to lead meetings and workshops in a structured way.

## Training: Workshop Design

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In this seminar you will learn how to **design workshops in a goal-oriented** manner and how to lead them with confidence.

## Training: Discourse Management

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In this seminar you will learn how to **plan and manage discourses**.

- **You can freely choose the order in which you take the seminars, and you can book them individually!**



# Moderation

**Good moderation ensures the open expression of points of view and the ability to make sustainable decisions – whether in person or in online discourses.**

## Who is the seminar for?

If you would like to **learn and apply interaction techniques** and the **facilitation tools** to make even complex topics discussable in a structured way in meetings and workshops, then we look forward to meeting you.

# Moderation

## What will you learn?

- What basic **interaction techniques** do I need to get participants talking to each other?
- How do I use and apply **facilitation tools** such as call-out questions, card questions, thesis statements, etc.?
- As a moderator, how do I clarify **contradictions and differences of opinion** between participants?
- How do I visualize conversations and group discussions so that **connections** become visible and **results** are secured?
- How do I prepare for a facilitation using **effective discussion plans**?



# Workshop- Design

**Facilitated workshops are a central component of strategy, organizational development and transformation processes: Workshops provide cognitive spaces in which participants struggle to find common ideas and solutions - on site or in virtual space.**

## Who is the seminar for?

This seminar is the right one for you if you already have moderation experience and would like to learn how to **design workshops purposefully and lead them confidently.**

# Workshop- Design

## What will you learn?

- How can **discourse** be understood as a **leadership concern**?
- How do I apply **complex interaction techniques**?  
Question sequences, parathesis, small group work, small group evaluation, ...?
- How do I develop a **workshop dramaturgy** with precise questions, efficient small group work, debate and result assurance?
- How do I implement the **three-step approach** (clarification of the task & definition of objectives - exploratory talks - workshop implementation) in concrete terms?
- How do I organize and manage complex **conversation sequences** in the preparation and implementation of workshops?



# Discourse Management

**Whenever important issues are under discussion, you as a facilitator often encounter actors who are trapped in entrenched thought patterns. This makes it difficult to engage with new, unfamiliar considerations and views.**

**As a moderator, you reveal existing thought patterns as a moderator and thereby redirect the discussion: Moderation becomes a leadership tool.**

## Who is the seminar for?

This seminar is the right one for you if you already have experience in facilitating meetings and workshops and now want to take the next step: to **use wisely planned discourse as a leadership tool.**

# Discourse Management

## What will you learn?

- What are the **essential steps and goals** of a planned discourse?
- How do I create a **discourse guide** and determine appropriate discourse occasions and interventions?
- How do I tap into the thought patterns of stakeholders and stakeholder groups so that I can **understand** their **argumentation and logic**?
- How do I derive **content objectives**, select the necessary content and prepare it?
- How do I ensure a **structured presentation** of the main topics through visualized input posters?
- How can I use appropriate **moderation techniques** to increase the number of perspectives, effectively highlight contradictions and provide the necessary clarifications?





# Tool Session Moderation

There are rules that govern how good interactions work. With regard to presence and online formats, you need to keep the following in mind: What facilitation techniques can I use and when? What should I adjust when switching between online and in-person modalities? The session will take place as a live online session.

**As a graduate of one of the three seminars, you can also take part in our optional “Tool Session” or book it separately.**

The image features a dark blue background with a large, light green quotation mark in the top right corner. On the left side, there is a photograph of two white Metaplan markers with black caps, resting on a roll of paper. The markers have the 'Metaplan' logo and 'www.metaplan.com' printed on them. The background also includes a faint, light-colored geometric shape on the left and a dark blue shape on the right.

# Orientation Session

If you are thinking about attending a seminar on Metaplan facilitation but are not sure which one best fits your needs; if you have questions about a specific implementation case, or if you want to reflect on difficult facilitation situations, **we look forward to welcoming you as a guest in one of our orientation sessions on moderation!** The session will take place remotely and is designed as an open question and answer session. Participation is free of charge.

# Program Overview

## Training: Moderation

May 22–23, 2023  
Metaplan Campus,  
Quickborn

September 21–  
October 12, 2023  
live online

## Training: Workshop Design

June 6–7, 2023  
Metaplan Campus,  
Quickborn

October 17–18, 2023  
Berlin

November 20–  
December 11, 2023  
live online

## Training: Discourse Management

April 26–May 15, 2023  
live online

October 10–11, 2023  
Metaplan Campus,  
Quickborn

March 30–31, 2023  
Berlin

## Tool Session

March 15, 2023,  
Juni 15, 2023,  
October 30, 2023  
4.30–6 p.m., live online

## Orientation Session

March 3, 2023  
4.30–6 p.m., live online

June 2, 2023  
9–10.30 a.m., live online

September 1, 2023  
4.30–6 p.m., live online

December 1, 2023  
9–10.30 a.m., live online

## Participation fees

**Overall participation:** The costs for the Moderation Program and the participation in the three associated seminars amount to 3,360 euros, plus VAT.

**Individual seminars:** All seminars can be booked individually. The costs per seminar amount to 1,300 euros, plus VAT.

**Meals:** We charge a flat rate of 70 euros plus VAT per seminar day.

**Follow-up booking and recommendation:** We grant a 15 % discount on the participation fee for a follow-up booking as well as for the recommendation of new participants.

## Online Resources

Our Learning Platform supports the program: Additional materials, minutes of all seminars, as well as recordings of the online seminars are posted there for all participants.

More information at:  
[www.metaplan.com/moderieren-lernen](http://www.metaplan.com/moderieren-lernen)







**Contact for content-  
related questions**

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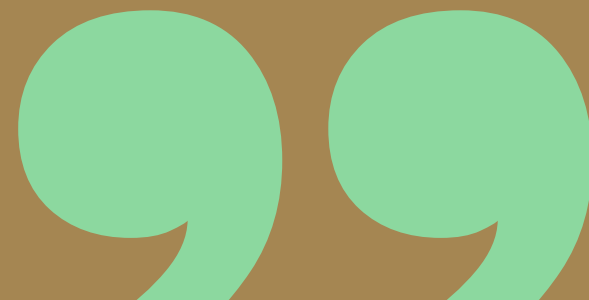
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**Contact for all  
organizational issues  
(and the good life)**

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Start with the  
conditions, not with  
the behavior!