

Effective moderation &
successful discourse management

Metaplan Moderation Program

Metaplan[®]
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

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

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

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

Which seminars are part of the program?

Training: Moderation

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

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

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!**

Training

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.



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

June 27–28, 2023
Metaplan Campus,
Quickborn

September 21–
October 12, 2023
live online

Training: Workshop Design

June 6–7, 2023
Metaplan Campus,
Quickborn

November 20–
December 11, 2023
live online

Training: Discourse Management

October 10–11, 2023
Metaplan Campus,
Quickborn

April 26–May 15, 2023
live online

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 3,315 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





**Contact for content-
related questions**

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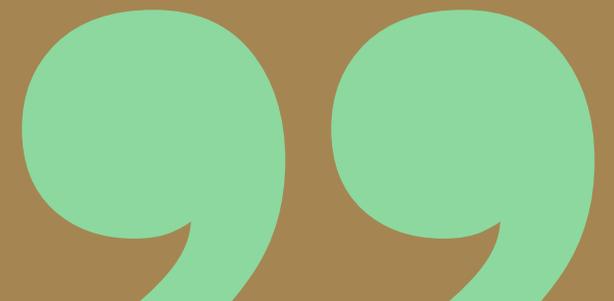
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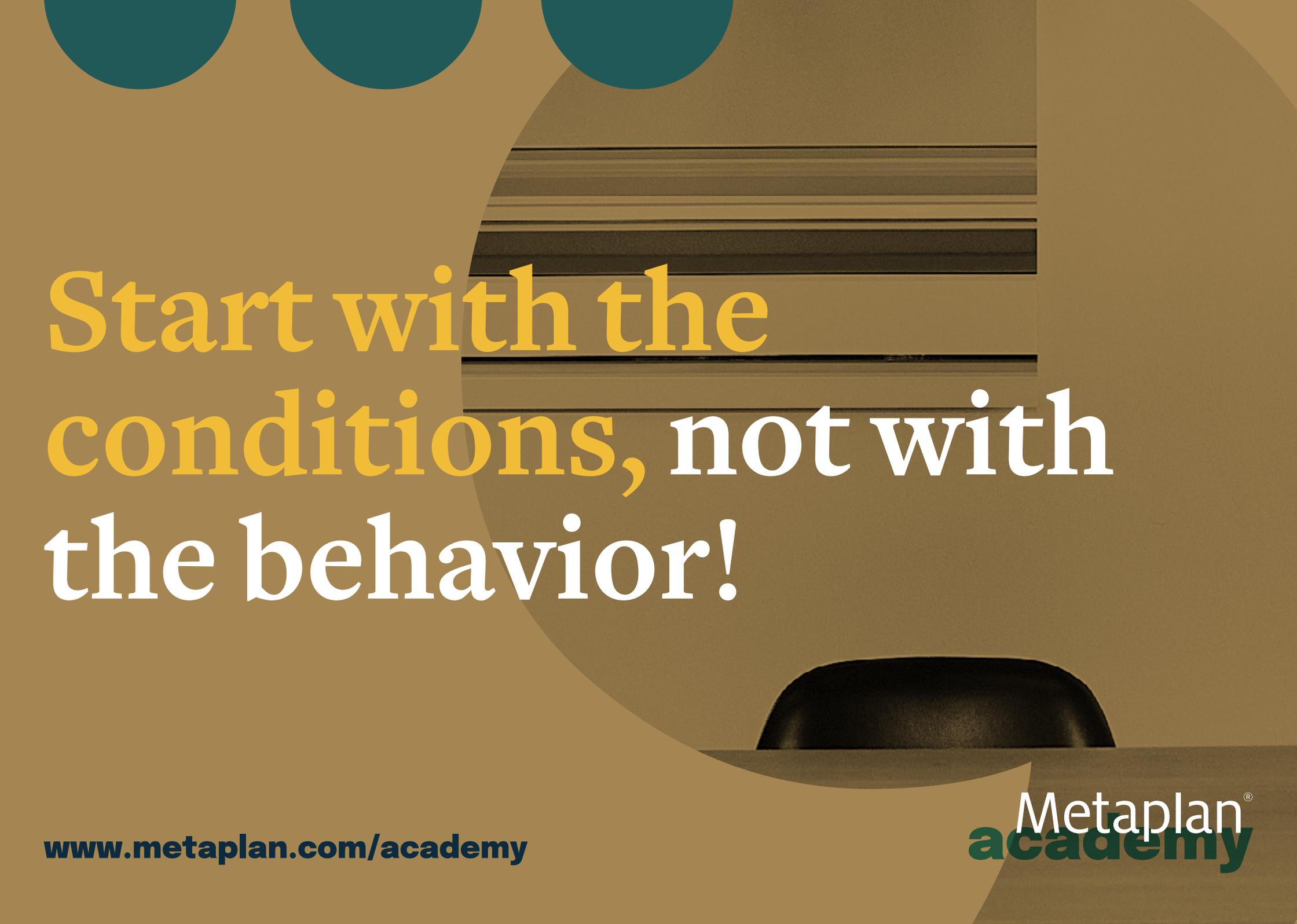
**Contact for all
organizational issues
(and the good life)**

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Start with the
conditions, not with
the behavior!

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