Effective Workshop Design and Moderation Techniques

An intensive training for planners & managers who want to conduct effective workshops and enhance their moderation/facilitation skills for workshops and daily meetings!

Workshops create space where people from different background & interests work together to achieve specific results. In development cooperation, managing this space can be a real challenge.

Effectively-designed workshop processes and effective moderation techniques can help people to adjust their interests and contribute for a mutual goal. It also helps us to overcome barriers of hierarchy, conflicts, competition, and self-interest which are common in any societal context.

This 5-day training offers you a range of workshop-related issues, from planning to on-stage practice.

Learning Objectives

At the end of the training, the participants

- know dimensions and processes of a workshop and similar events
- understand the relation between work context and type of workshop
- are able to elaborate own workshop designs
- know relevant methods for workshops and similar events
- know approaches for different workshop contexts
- know how to deal with challenging situations
- are enabled to use facilitation techniques effectively and culturally appropriate in their work
- are able to moderate workshops effectively and in an outcome oriented approach
- are able to apply a variety of moderation techniques for different process steps

Content / Topics

- Definition and boundaries of a workshop, workshop dimensions
- Types and objectives of workshops
- The moderation process
- Overview of methods and approaches for different contexts
- Planning matrix and other planning instruments
- How to deal with difficult situations and problematic dynamics during a workshop
- Functions and tasks of the moderator
- Question techniques
- Practical application of facilitation techniques including feedback
Academy for International Cooperation – Bangkok
Training Services for Sustainable Development

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Training approach

- Interactive presentation and exchange on concept and tools
- Reflection and discussion by participants
- Application of learning through selected own practical examples, elaborated in group work
- Group presentation and peer learning
- Intense feedback during application

Who should attend this training?

Staff of public, private or civil society organizations, and project staff who:

- wants to plan and implement workshops/meeting effectively with their partners or multiple stakeholders
- wants to enhance and apply moderation/facilitation skills in their workshops and daily meetings

Moderators or consultants in any topics who have beginner or intermediate experiences and want to improve their planning know-how and moderation technique in an outcome-oriented way

About Us and Our Training

We provide access to high-quality training-related services in various sectors and competencies. The training is based on non-profit cost-recovery basis. "On-request" courses can be organized for groups to take place at different time and location.

On-line registration: http://thai-german-cooperation.info/training.html

Contact us:
Academy for International Cooperation – Bangkok
193/63 Lake Rajada Office Complex, 16th Fl,
New Ratchadapisek Rd., Klongtoey,
Bangkok 10110, Thailand

T +66 2 661 9273 ext. 34
F +66 2 661 9282
M +66 6 1523 2363
E training.bangkok@giz.de

http://training.thai-german-cooperation.info/