



Wailing Women Worldwide

# International Conference Training For the Nations

Step Up and Be Equipped To Serve



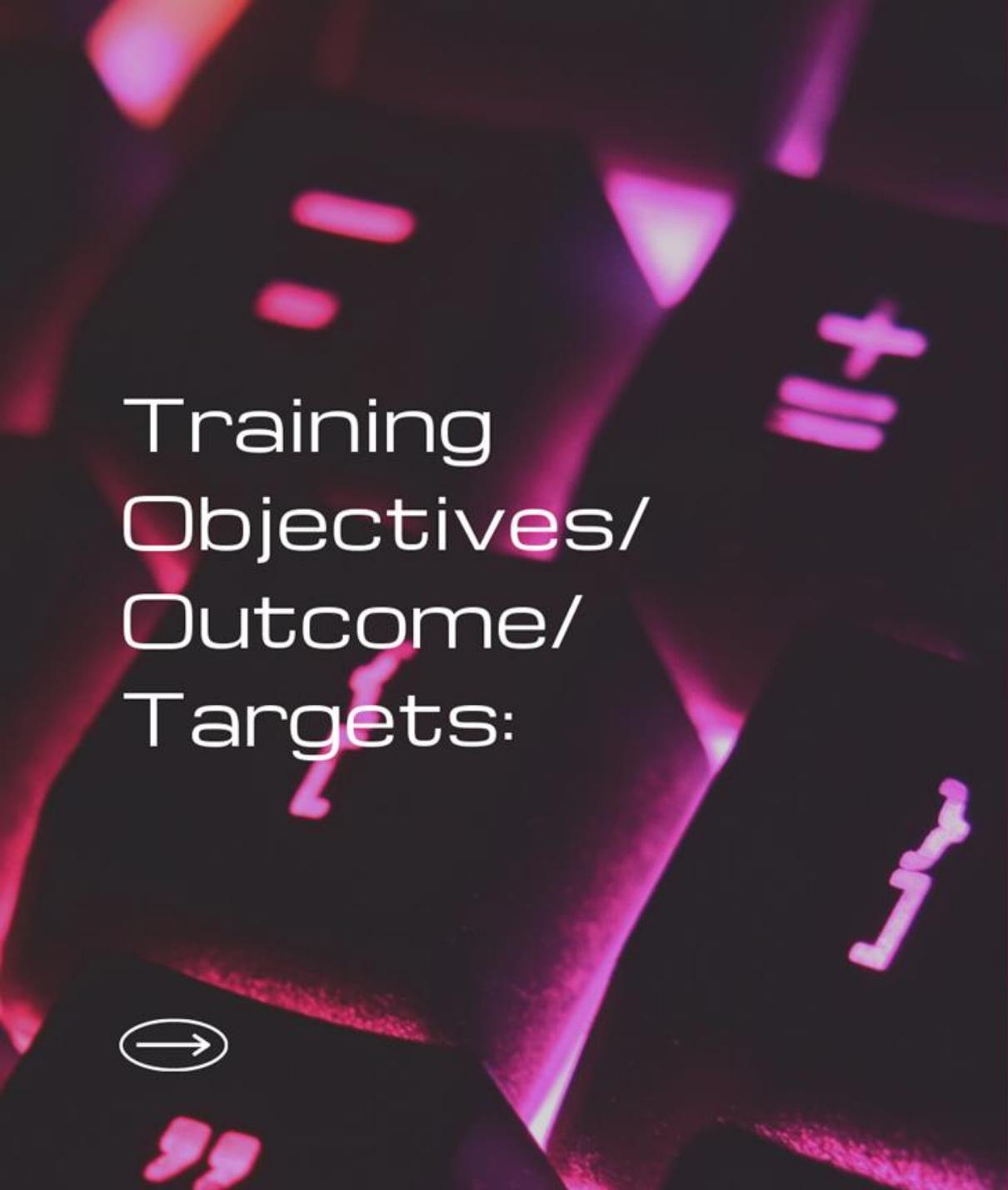


Topic:

# | The Art of Moderating

Training Facilitator:

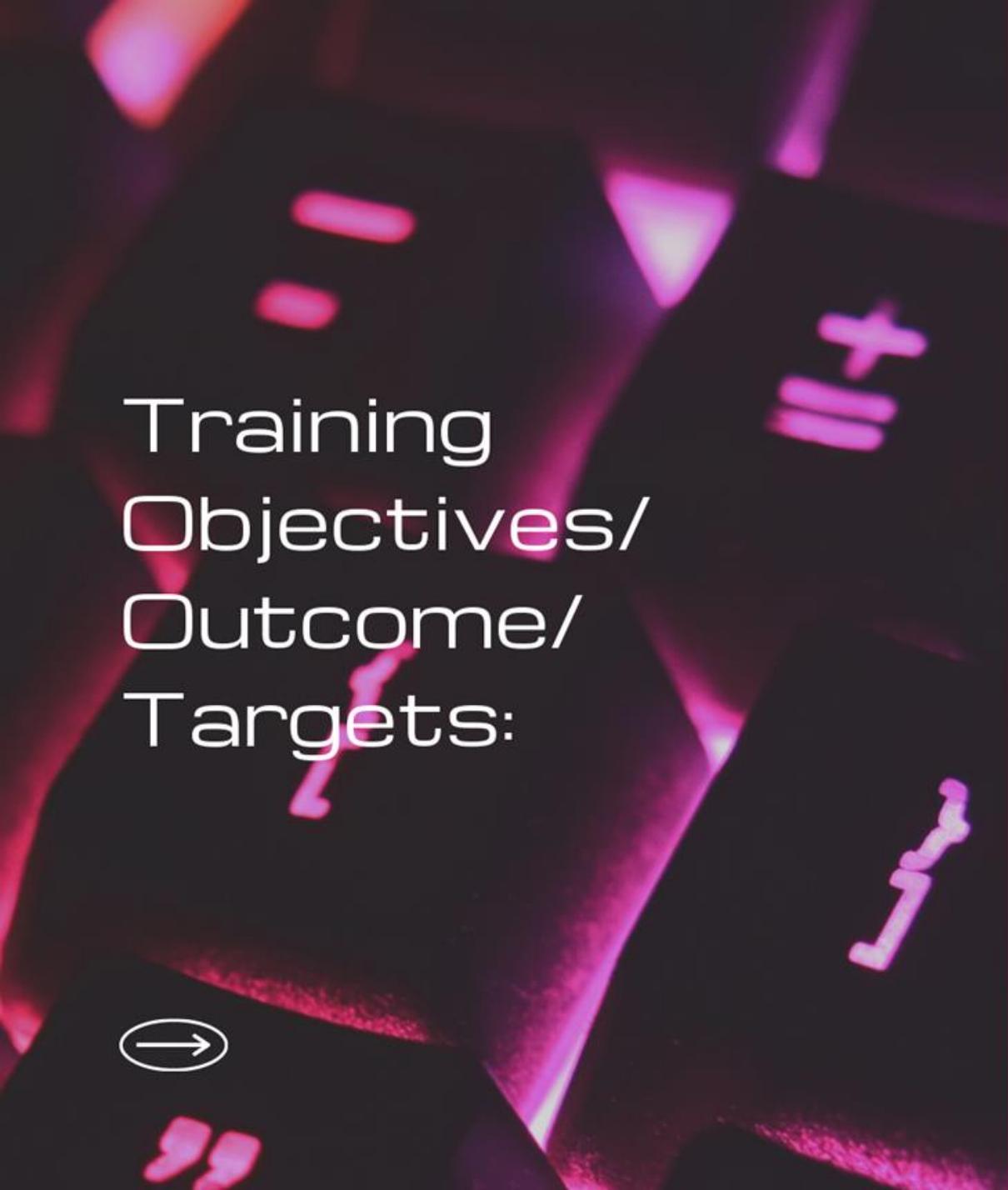
| Barr Esther Ephraim



Training  
Objectives/  
Outcome/  
Targets:

- 1. To understand the rudiments of moderating different types of events;*
- 2. To appreciate all that is needed to becoming a better moderator;*





Training  
Objectives/  
Outcome/  
Targets:

*3. To inculcate the necessary moderating skills into the participants.*

*4. To help participants to understand the rudiments of moderating different types of events;*

*5. To equip the participants with best practice techniques in the Art of Moderating*





Training  
Requirements:



**Pen and paper**  
**Laptop or iPad**  
**Presence of mind**

# INTRODUCTION



# *Introduction*



- It's undeniable that good facilitation plays a crucial role in both events and meetings.
- To better understand it, we have to get trained.



# *Introduction*



- You need to have practical experience. You will learn a lot from moderating practically.
- Not only from what the other speakers are talking about, but from the experience. You will be a better presenter afterward.



# *Introduction*



- Good facilitation plays a crucial role in events, and meetings.
- It enhances the flow.
- It relaxes the atmosphere
- The conversations are tailored to match the theme as well as the expectations of participants.
- Preparation should be spiritual and physical.



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- Events like any other thing has a life of its own.
- Every event, debate, drama, wedding, conference etc need to be well planned and ORGANISED.
- The moderator is the Organiser of the day. Moderating makes for a seamless flow. It helps to bridge the gap between the resource persons, celebrant or panelist and the audience.
- The moderator is the person who runs the meeting. He stands at the front of the meeting. He should understand the issues being discussed but is most effective when a thorough job is done.



# *Introduction*



- A good moderator utilizes straight forward language.
- She is not confrontational
- She seeks to make her language clear.





# ***HISTORY***



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- Eunuchs in the days of Queen Esther were moderators.
- They were at the King's command.
- They were Liaising between the women and the king.



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# DEFINITION



**STEP UP AND BE EQUIPPED TO SERVE**





An event moderator is a **master of the ceremony**.

He ensures the speakers do their best.  
The audience gets the most.

**Introduces speakers and make sure they keep to time.**

Asks moderate questions.



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# ***PRE CONFERENCE***



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- Prayer
- Program theme
- Speakers
- Timing
- Topics
- Special Features



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# ***TYPES OF MODERATORS***



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EVENT MODERATOR

VIRTUAL MEETING MODERATOR

PANEL DISCUSSION MODERATOR



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# ***HOW TO MODERATE WITH EXCELLENCE***



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# *A Good Moderator*



- A good moderator utilizes straight forward language.
- She is not confrontational
- She seeks to make her language clear.



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# *A Good Moderator*



- Get in touch with the speakers
- Do thorough research
- Know your participants
- Prepare the perfect opening line



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# *A Good Moderator*



- Memorize the speakers' names
- Be radically neutral
- Be the bridge between the speaker and the audience



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# *A Good Moderator*



Allow the audience enough time to formulate questions

Always ask one question at a time

Watch the audience's reactions

Conclude with a practical take-away

Wrap up



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# *Moderating an event*

- Do thorough research.
- Understand the context and trending events.
- Find out the perspective the speaker is speaking on.



# *Know your participants* ➞

- Learn why they are attending.
- What do they know about the event?
- Move the conversation to match their expectations.
- Help them get the best out of the event.



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# *Prepare the perfect opening line* ➔

- Deliver strong opening lines. You have one shot at making a great introduction.
- Keep everyone on their toes with a teaser for what is coming next.



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# *Memorise Speaker's names*



- Do not read out speakers names from notes. This will help you keep eye contact with the audience.
- Make the introduction impactful.



# *Be Radically Neutral*



- Do not use words like brilliant, interesting, just whet the appetite and let the audience create their own opinion.



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# *Be the bridge between the Speaker and the Audience*



- Involve the audience every step of the way.
- And as often as you can, ask questions and follow up on their answers to establish a connection.



# *Allow the Audience enough time for questions*

- In presentations, people are always in a listening mode but if the speaker is open to questions, let the audience reflect on what is said.
- Give 2-3 minutes for question formulation.
- Then move to interactive mode.



# *Ask one question at a time*



- Decide on how the questions will go. Will they raise up their hands or not?
- Send the questions to the speaker one at a time.



# *Watch Audience Reaction*



- Read facial expression when communicating with the audience.



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# ***BE A GOOD HOST***



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# ***Be a Good Host***

- Be a good host..
- know your audience
- Prepare and plan
- Come out strong
- Introduce yourself
- Explain why the event is special
- Add some interaction

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# ***Craft a big closing***

- A host should be a people's person
- Keep the audience interested in the event every step of the way.
- Be able to say something brief and positive about each speaker.
- The host has to be charismatic, passionate and creative.





# ***THE DUTY OF A MODERATOR***



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# *The Duty of a Moderator* ➔

- They are responsible for facilitation, review, and guidance of a discussion and all its related interactions.
- The moderator provides a brief overview, introduces speakers, and facilitates general discussion.



# *The Duty of a Moderator*



- They also moderate Q&A sessions.
- They do not make presentations.
- No formal speaking role is assigned to them.



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# ***THE ROLE OF A MODERATOR IN A PANEL DISCUSSION***



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# *In a Panel Discussion*



- Ask panelists to introduce themselves
- Balance presentations with questions
- Announce time limits
- The panelists should be told in advance how much time is allotted to them.
- Politely announce what you expect.
- Make it plain and clear.



# *Managing Questions*



- Ask every questioner to state name, and affiliation.
- Repeat the question to be sure before directing to the speaker.
- If a question is long and unclear, break it down.
- If the questioner is making it long and windy, ask her to go straight to the question.



# *Encourage Discussion*



- Guide the panel with a clear specific question rather than a vague, one edged topic.
- Think out ways to structure the discussion.
- Start with General Questions. Ask about the overall importance, benefits and risks.
- Then get into the more specific questions.
- Help the audience to make sense of what the panelists say. Connect the dots.





# ***SPECIAL FEATURES***



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# ***WE MUST MODERATE***



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# *Interactive Sessions*



- Announcements
- Communion
- Communique
- Reports
- Prophetic Actions



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# SKILLS



- Moderating needs mainly soft skills.
- natural curiosity
- Flexibility
- Ability to create comfort
- Organisation skills
- Management skills
- Proactive
- Funny in a modest way
- Positively reactive
- It's a soft skill that needs good listening ability
- Moderator should be a great interviewer
- Time management
- Problem solving
- Networking
- Interpersonal Relationships
- Collaboration



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# *Interconnectivity*



## **Other Departments**

- Prayer
- Worship
- Finance
- Accommodation
- Welfare
- Decoration
- Ushering
- Security etc



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PREPARATION  
IS THE KEY



# *Engage with all actors*



- Speakers
- Co-moderators
- Timing
- Bio Details
- Zoom Rooms
- Hall Setting
- ICT Department
- Interpreters



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 Research

return

?

tion



**ASK**

**THE**

**RIGHT**

**QUESTIONS**



# *FILLERS*



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# *Core Values*



- Love
- Obedience
- Righteousness
- Justice
- The Spirit of Excellence
- Commitment
- Discipline
- Team Spirit
- Diligence
- Faith
- Sacrifice.



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# *Vision Statement*



To raise a global army of Intercessors with an Apostolic and Prophetic Mandate to transform Nations for the establishment of God's Kingdom.



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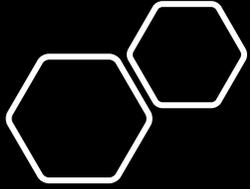
# *Mission Statement*



Wholistic development and empowerment of members with godly values and skills; to influence Nations positively through intercession, training and enhancement. To raise disciplined leaders for the purpose of establishing God's Kingdom Principles in every domain in the Nations.



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# *Anthem*



Wailing Women of the Nations  
Gather round for battle till it's won  
Wailing Women of the Nations  
Gather round for battle till it's won.

We're commissioned  
From the Father  
Go and fight this battle till it's won  
Wailing Women of the Nations  
Gather round for battle till it's won

## ***Chorus:***

*We have our armour on  
Our sword and shield  
We speak that truth in love  
Our words go forth  
As mighty seed  
A Global Army force*

Wailing Women of the Nations  
We will give God no rest until we're  
done  
We will give God no rest until we're  
Done

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# *Coordinating Sub-activities*



- Announcement
- Offering
- Break
- Protocol/Arrival of Speakers
- Lighting
- Sound



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moderator



# *MODERATING A VIRTUAL MEETING*



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# *Communication*



- Know the Zoom hosts – Seating Arrangement
- Special Guests
- Conveniences



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Agenda!





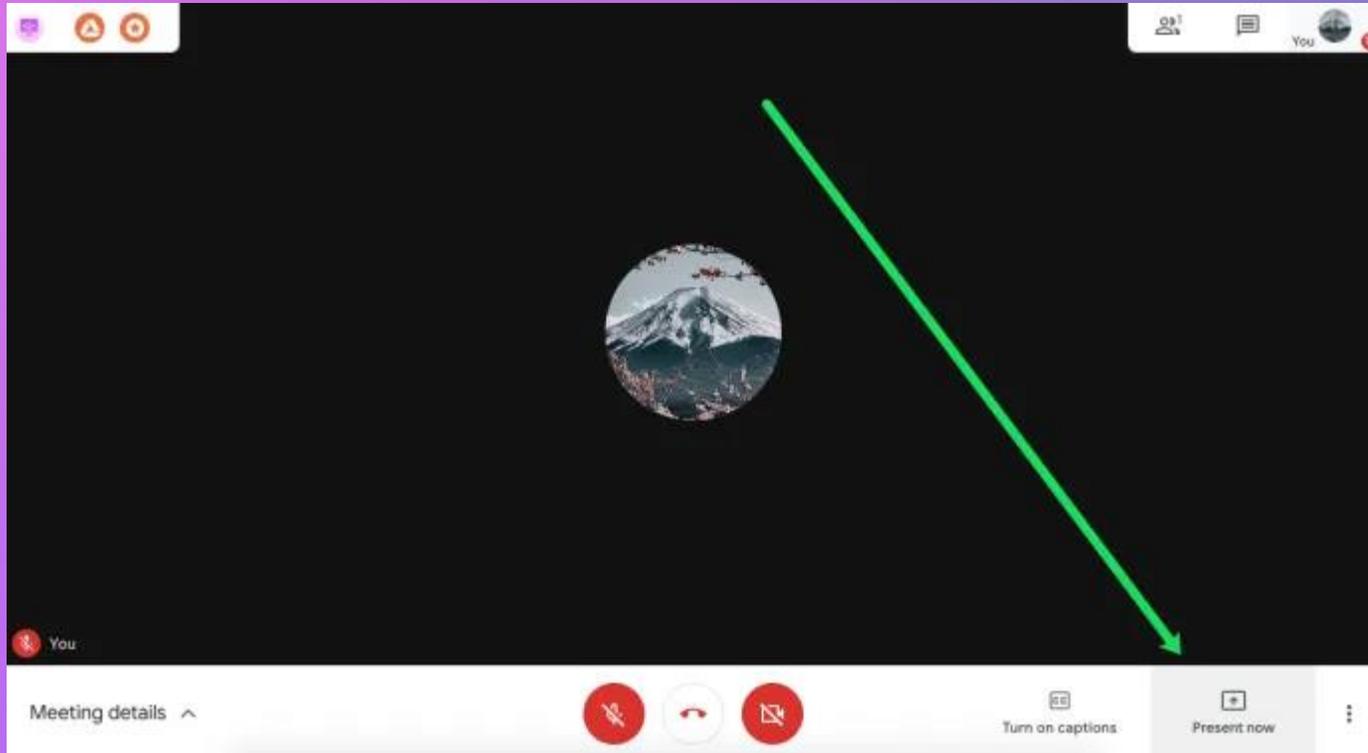
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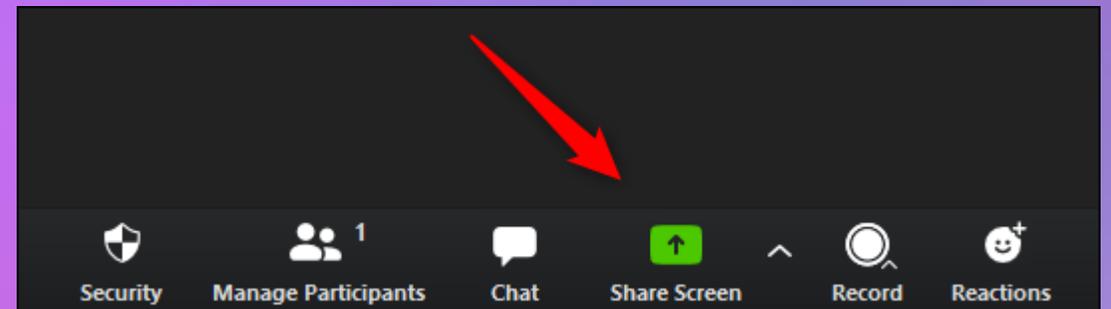
Mute Unmute

**Mute  
Audio In  
Zoom  
Meeting**

# Share screen on Google Meet



# Share screen on Zoom



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# FRAMING THE SHOT





# BE

# *Animated*

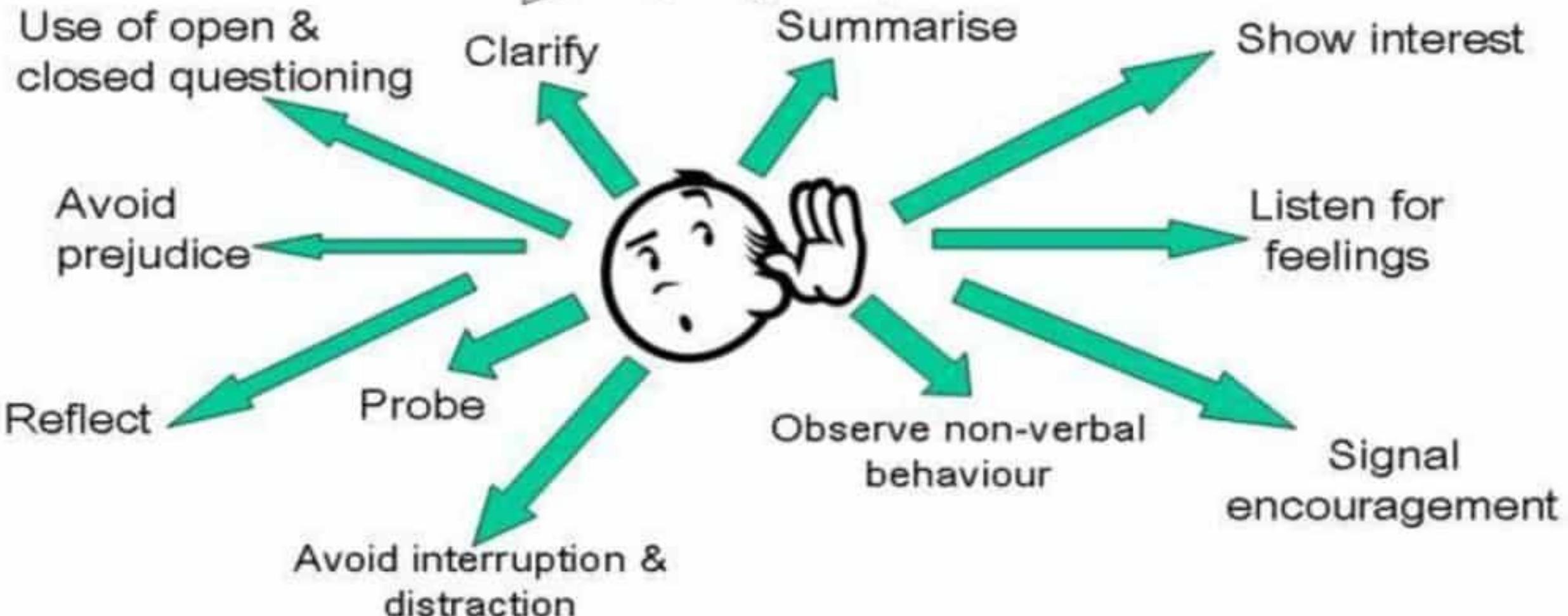
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A N I M A T I O N S



# Visual Cues

# Active Listening



MANAGE  
YOUR **TIMER**





# *MODERATING A PANEL DISCUSSION*



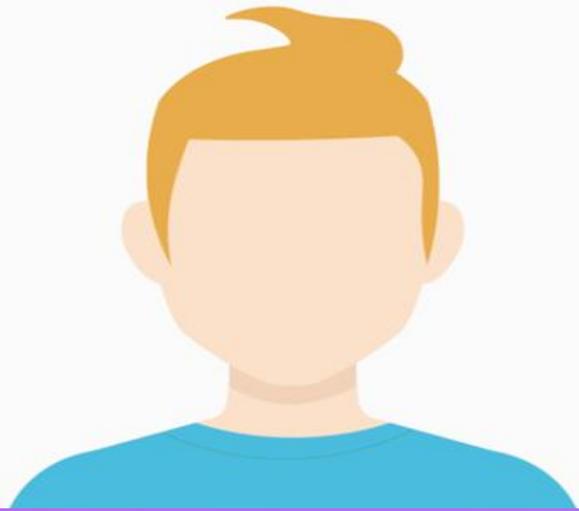
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# BIOGRAPHY



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# Know your audience



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# Off Script



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# *Poll the Audience*





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Practice



Practice



Practice

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# PANEL MODERATOR CHECKLIST

## TO USE RIGHT BEFORE A PANEL DISCUSSION

HERE IS A QUICK CHECKLIST TO FOLLOW RIGHT BEFORE YOUR PANEL DISCUSSION STARTS:

Get to the venue in plenty of time.

**ARRIVE EARLY**

Seek out and help your panelists get settled.

**SAY HELLO**

Send a text message to the event organizers that all is well.

**CHECK IN**

Check the a/v, room setup and lights.

**WALK THROUGH**

Get your panelists together to review any last-minute details.

**MEET UP**



# *Hospitality*



- The customer is king, so you treat him well. In this case, the audience is your customer. That's why you want to be the perfect host.
- Be attentive.





# *CONCLUSION*



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# CONCLUSION



*Being a good event moderator isn't easy. Even though many think they can 'wing' it, the good ones spend a lot of time preparing. But it's worth it. In the end, the audience will go away with a lot more than if you do a good job.*

*To answer the question "how to be a good moderator at a conference": you need to have the right moderation skills. But most important: you need to make it work.*



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# QUESTIONS



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# *PRAYERS*



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The End!!

Thank you for listening,  
watching and taking  
part in our  
presentation.



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