



Wailing Women Worldwide

# International Conference Training For the Nations

Step Up and Be Equipped To Serve



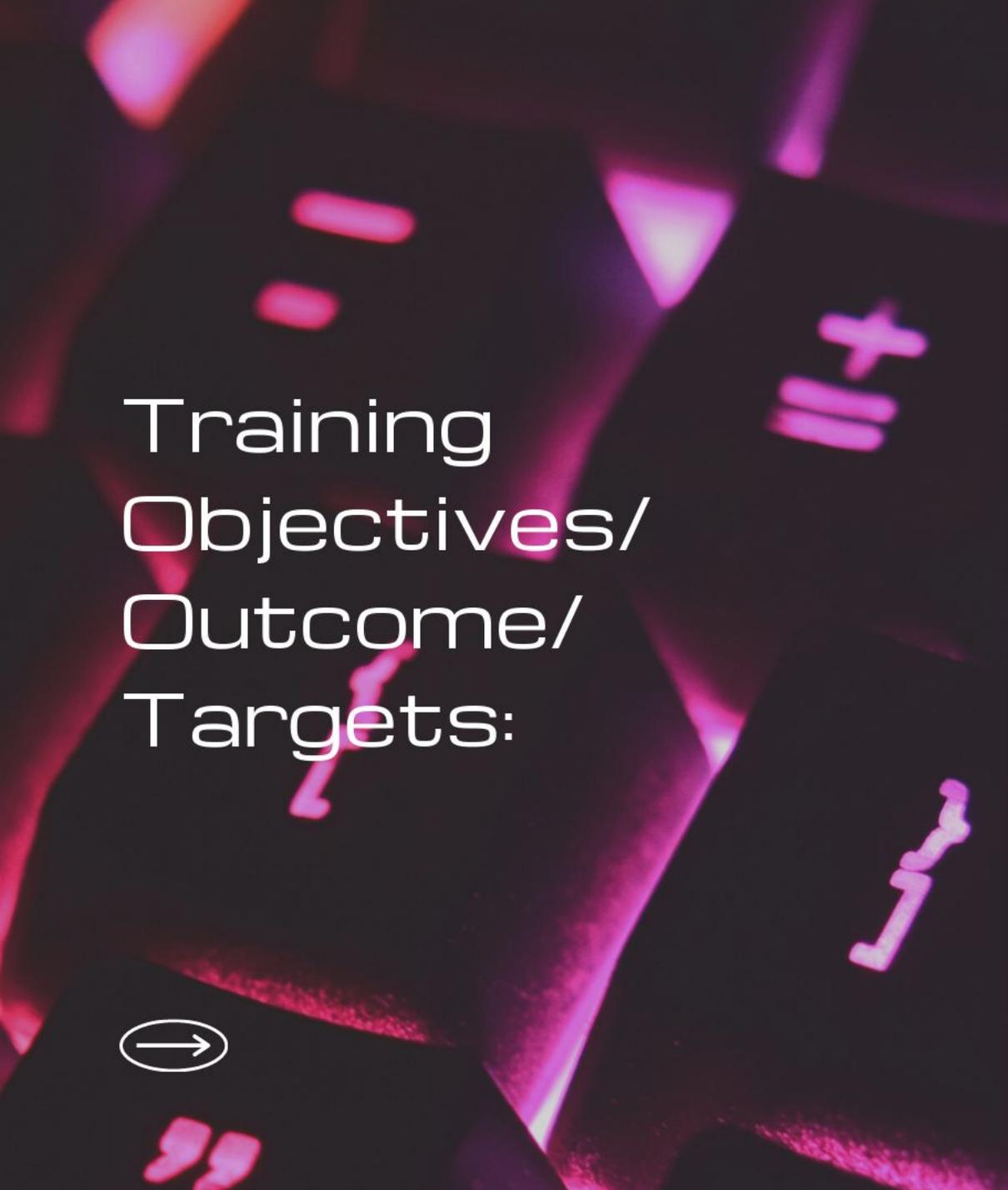


Topic:

# 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;***
- 3.***



# Training Requirements:



# Introduction



# DEFINITION



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# *TYPES OF MODERATORS*



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# *HOW TO MODERATE WITH EXCELLENCE*



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PREPARATION  
IS THE KEY



 Research

return

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tion



# *How to Moderate with Excellence*



- **Get in touch with the speakers**
- **Do thorough research**
- **Know your participants**
- **Prepare the perfect opening line**
- **Memorize the speakers' names**
- **Be radically neutral**
- **Be the bridge between the speaker and the audience**



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# ***How to Moderate with Excellence***



- ***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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**ASK**

**THE**

**RIGHT**

**QUESTIONS**





BE A GOOD HOST



moderator



# *VIRTUAL MEETING MODERATION*



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Agenda!





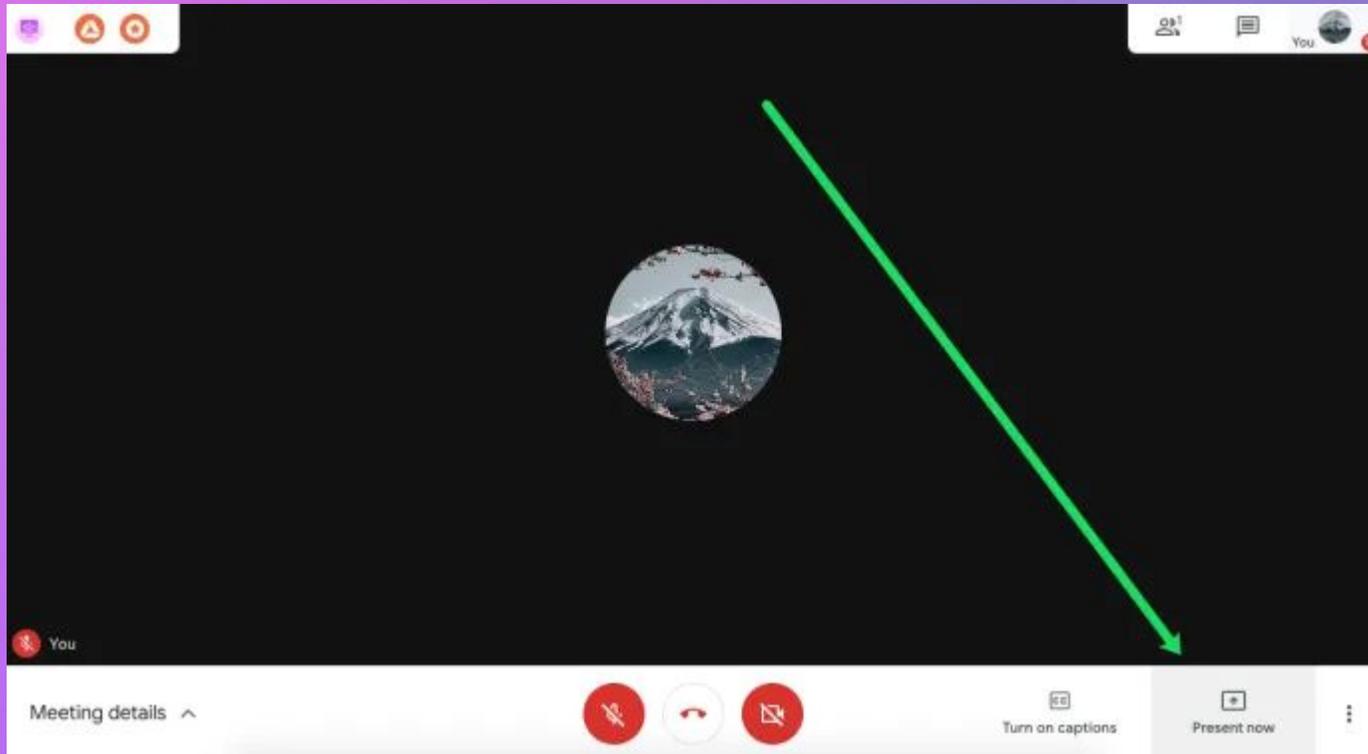
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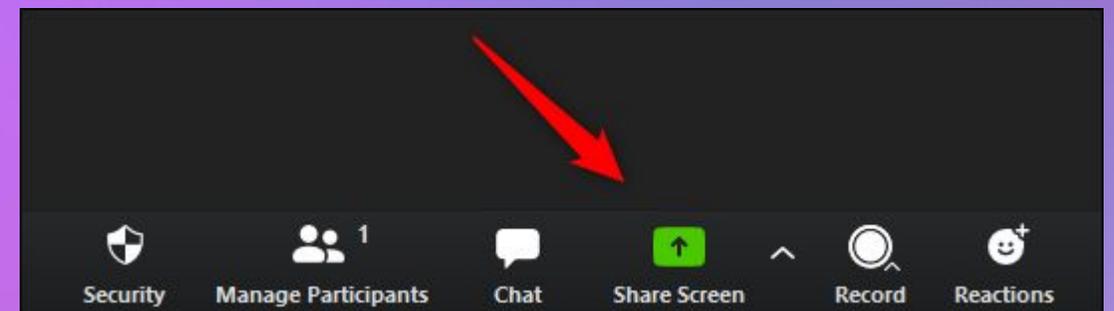
Mute Unmute

**Mute  
Audio In  
Zoom  
Meeting**

# Share screen on Google Meet



# Share screen on Zoom



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# FRAMING THE SHOT





BE

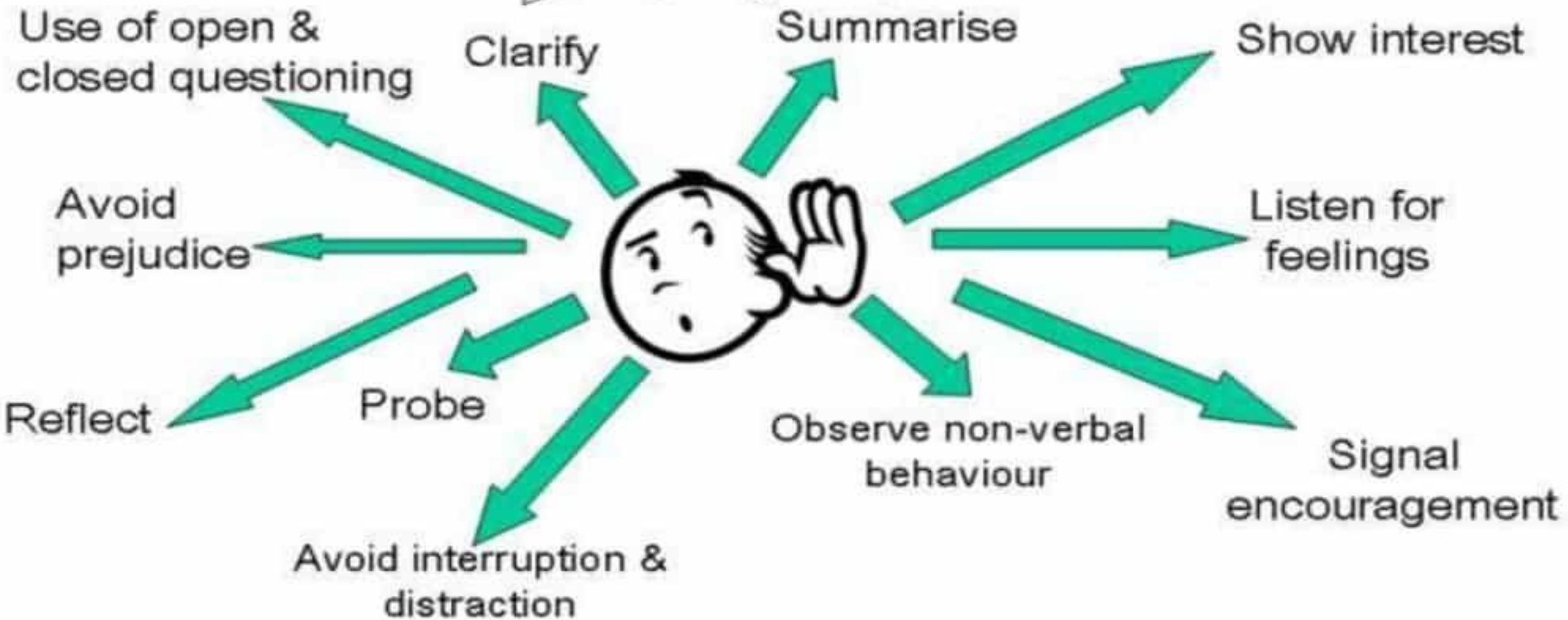
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# Visual Cues

# Active Listening



# MANAGE YOUR TIMER





# *MODERATING A PANEL DISCUSSION*



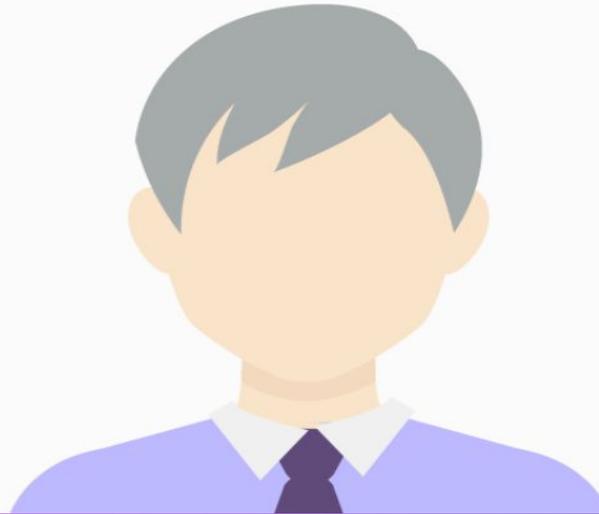
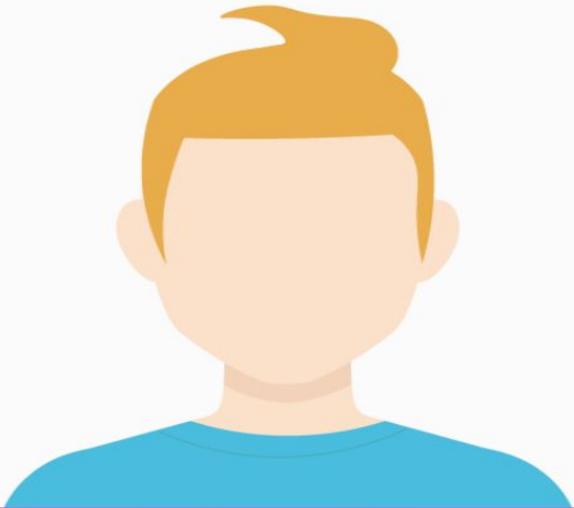
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# BIOGRAPHY



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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**





# *CONCLUSION*



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# Acknowledgement



*10 Tips for Moderating Dynamic Virtual Meetings*  
*Claire Doole Communications*

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# Acknowledgement

Asking the experts

<http://www.speakwithpersuasion.com/>



David Iwanow

Are you speaking with persuasion? Learn how!

**S P E A K** with  
**P E R S U A S I O N**





# QUESTIONS



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The End!!

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



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