



Tips & Tricks for successful moderation

Appealing to the professional in you!

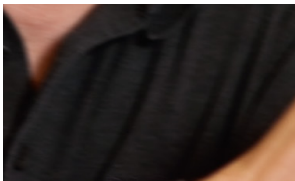
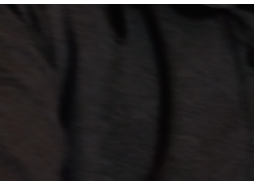
Jointly shaping learning processes, boosting the creativity of those involved or solving specific tasks – with the aid of professional moderation, team meetings can successfully be shaped to produce results. And because you need to be properly prepared if you want results, help is at hand with LEGAMASTER's moderation equipment: high-quality, needs-oriented and totally reliable.



Moderation

To be convincing, your message needs to be clear and visible. To communicate efficiently, you need to see the complete picture. With its vast range of highly practical, well thought out products, Legamaster, the name in professional visual communication, has successfully established itself place in the market.

**Turns any seminar, any workshop
or any meeting into a success.**



"A moderation process will invariably involve the use of Legamaster products! This is because professional performance can only be achieved with professional equipment; every professional knows this – from the tradesman to the musician, from the project leader to the moderator/facilitator!"

Josef W. Seifert

Moderator & Moderation trainer, author of successful books on moderation, managing partner of the consultancy and training company MODERATIO®.



Moderation involves the structuring of a group meeting, be it a team meeting, management workshop or large group. This requires structure and the right tools.

TIP 1

HANDWRITING

Make sure your charts look nice!

- ▶ Hold the marker at 45°
- ▶ Block writing, lettering should almost be touching
- ▶ Compact lettering
- ▶ Keep letters
- ▶ Good legibility

Marker TZ 48

- ▶ Bold lettering that can be seen from a distance
- ▶ Ideal for headings





TZ 41

Because the marker can be held in various positions, the tip allows accentuated lettering, enabling not just broad strokes, but medium-thick and fine lines too.



TZ 41

The examples on the left each illustrate the correct letter size for the markers in question. The important thing to remember here is to keep ascenders and descenders short.



Write only at the specified angle without rotating the marker as you write. The illustrations on the right show how a typical stroke should look in each case

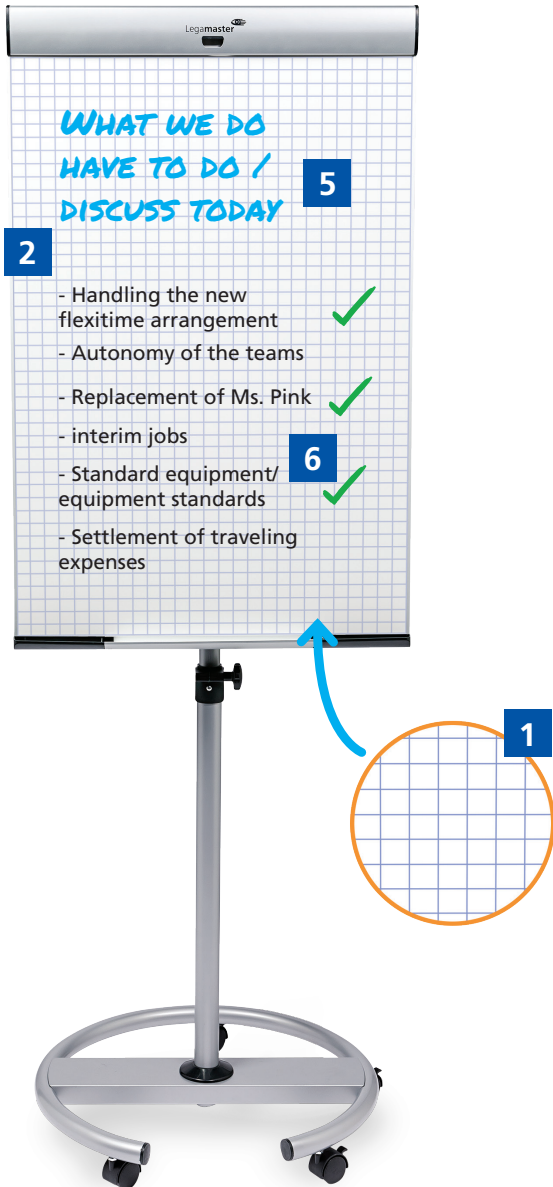
Left: Marker TZ 48

Right: Marker TZ 41

Marker TZ 41

► For accentuated, stylish lettering



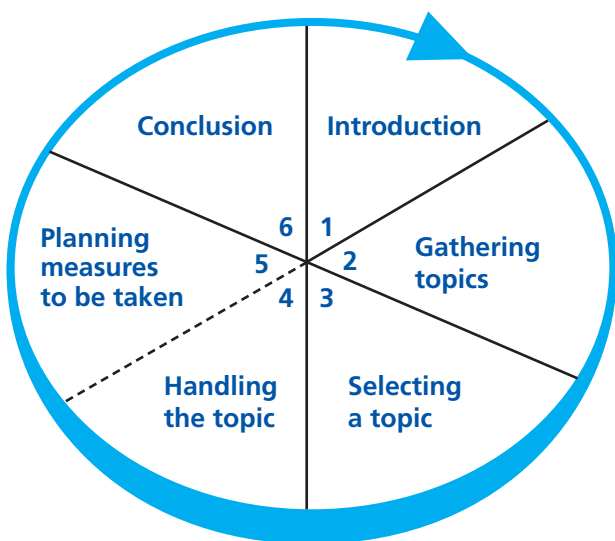


TIP 3

MODERATION STRUCTURE

A business meeting can usually be divided into a “six-step moderation cycle”. This produces a simple, logical sequence of actions that is easy for all participants to understand.

Moderation cycle



Checklist



1. GETTING STARTED

The first thing to do is to inform participants about the purpose of the meeting.



2. COLLECTING TOPICS

The point of brainstorming is to identify the topics to be discussed.



3. SELECTING

During the third step, you select the order in which the various topics are to be dealt with.



4. DEALING WITH TOPICS

The topics are discussed and dealt with in depth during this stage.



5. ACTIONING

Once the topics have been dealt with, you have to agree who is to action which topic, by when and to what end.



6. WINDING UP

At the end of the meeting, participants are asked whether they felt the meeting was constructive or whether they have any suggestions as to how things could / should / must be done next time.



TIP 4

SELECTING THE RIGHT EQUIPMENT

DISPLAY BOARDS

Suitable for:

- Opinion cards for ideas, topics, questions and solutions
- Listing topics, makes main points clearer to look at
- Action plan / flowchart



MODERATION CARDS AND EMOTICONS

Suitable for:

- Clouds are good for visualising the main topic on a chart
- Squares are good for statements by participants, particularly good in brainstorming sessions
- Use symbols to visually underline comments and ideas
- Graphic aid



FLIPCHARTS

Suitable for:

- Drawing up an agenda
- Discussions / meetings
- Brainstorming to generate ideas
- To-do list: who does what, by when?



PRESENTATION CASE

- Carefully co-ordinated contents
- Convenient to carry around with you, even on trips

For more information about Legamaster product,
as well as tips & tricks, visit

WWW.LEGAMASTER.COM



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