

**Youth Leadership Training Programme 2007**  
**Module 2**  
**Moderation and Team Formation**  
**10 – 11. March 2007, FES Forum**

**Module Objectives:**

**DAY ONE**

<b>Time, from</b>	<b>Issue</b>	<b>Method</b>	<b>Equipment / Tools</b>
<b>08h30 – 09h00</b>	Coffee / Tea - Brotchens		
<b>09h00</b>	Recap Module One	Participants Presentation	
<b>09h15</b>	Comments, additions and Feedback	What happened since Module 1 – personal – political	
<b>09h45</b>	Introduction to moderation / facilitation	<ul style="list-style-type: none"> <li>- What is “moderation” (when applicable) (group meetings; decision making; problem identification and solving; consensus reaching; planning; NOT: training, teaching)</li> <li>- Training on moderation with moderated group sessions</li> <li>- Agenda</li> <li>- Questions, observations</li> </ul>	
	Brainstorm	What makes meetings frustrating, endless and/ or without clear outcome?	
<b>10h30</b>	Moderation / facilitation Method & Cycle	Moderation Cycle 1. Start up 2. Collect topics 3. Select topics 4. Work on topics 5. Conclusion and things to do 6. Closing/Contracting	

		<ul style="list-style-type: none"> <li>- Discussion/Brainstorming</li> <li>- (maybe: Ideas, how to (structure and) visualise those different phases of the cycle)</li> </ul>	
<b>11h00</b>	Energiser		
<b>11h15</b>	Discussion & Additions	<ul style="list-style-type: none"> <li>- Well prepared and stage setter</li> <li>- Knows objective clearly</li> <li>- Reaches objectives</li> <li>- Neutral</li> </ul>	
	Preparing for a workshop		
	Discussion and additions	<p>Similarities:</p> <ul style="list-style-type: none"> <li>- Know objectives, pax, outcome, venue</li> <li>- Plan all steps and stages</li> </ul>	
		<p>Particularities: Moderator (Whole Cycle)</p> <ul style="list-style-type: none"> <li>- Has to reach results: conscious of objectives, outcome and time</li> <li>- Has to know pax and their expectations in detail (Plan for it)</li> <li>- Has to set stage</li> <li>- Has to visualise</li> </ul>	
	Volunteers	<ol style="list-style-type: none"> <li>1. 3 Volunteers for Moderating Group</li> <li>2. Pax to fill in cards during lunch break on issue</li> </ol>	Issue: What kind of activity/event/group meeting am I actively going to be involved in during the next two months
<b>13h00</b>	Break	Lunch - Brief Volunteers on Groups	
<b>14h00</b>	Collection, Clustering, Selection of Issues	Entering Moderation cycle now	PB: Have clusters prepared (Training; Planning Session; Regular internal meeting; Advocacy

			session)  Pax to hang cards themselves upon returning to room
<b>14h30</b>	Selection	<ol style="list-style-type: none"> <li>1. Which one am I myself going to be in – Charge of? (Involved in?)</li> <li>2. Maybe: which one is most interesting to discuss here?</li> </ol>	
<b>14h40</b>	Reflection	<p>Reflection on what we have done: collection, clustering, selection</p> <ul style="list-style-type: none"> <li>- Methodological alternatives (how could we have gone about it. Pros and cons of certain other concrete ways of collecting, clustering, selecting)</li> </ul>	
<b>14h55</b>	Groups	<p>Set up 3 groups (e.g.)</p> <ol style="list-style-type: none"> <li>a. Internal meeting</li> <li>b. Training</li> <li>c. Planning</li> </ol> <p>: Clear Task each (1." Target group, no. Venue, expectations") (2." What is .....")</p> <p>: To Do: 1) Collect: "Problems to hopefully solve", on FC or PB 2) Cluster 3) Select</p>	Group Tasks
<b>15h00</b>		COFFEE/DRINKS	
<b>15h15</b>	GROUPS	Volunteers to moderate the groups	
<b>16h00</b>	Exhibition & Discussion	Exhibition of work done & discussion of group process (Moderators First)	
<b>16h40</b>	Moderators for Tomorrow		
<b>16h45</b>	Evaluation	<ul style="list-style-type: none"> <li>- Smileys</li> <li>- Brief Moderators on tomorrow's session</li> <li>- End of day</li> </ul>	

**DAY TWO**

<b>Time, from</b>	<b>Issue</b>	<b>Method</b>	<b>Equipment/Tools</b>
<b>10h00</b>	Warm up	<ul style="list-style-type: none"> <li>- Reminders/Review (particularly: neutrality; result orientation; what we did yesterday)</li> <li>- Repeat the Cycle/Identify the steps remaining</li> </ul>	
<b>10h10</b>	Flashlight	Left Overs: What did/do I find difficult so far?/ "my observation regarding yesterday's group work: difficulties to be a good moderator"	Collection on cards
<b>10h30</b>	Working on some selected issues from this flashlight	<ol style="list-style-type: none"> <li>1. Select one by one a few of those which point to interesting problems</li> <li>2. Collect suggestions for problem solving</li> </ol>	
<b>11h00</b>	Input	Activity Planning matrix	PB and handout
<b>11h15</b>	Home Work Presentations		
<b>13h00</b>		LUNCH	
<b>13h45</b>	Flashlight		
<b>14h00</b>	<b>Selection of teams</b>	Process: <ul style="list-style-type: none"> <li>- Call for 5 Volunteers</li> <li>- They select their team against guideline: observed team ability, multiple leadership application, level of emotional intelligence, language, sex, value in diversity (choose one after the other – like the good old days on the soccer pitch)</li> </ul>	
<b>14h45</b>	Team Briefing		
<b>15h00</b>	Letter to myself	Two (2) things I want to do from now on (Kept for about two months and then delivered back to them)	Paper and envelopes
<b>15h20</b>	Evaluation	<ol style="list-style-type: none"> <li>1. The part of the moderation technique that I will certainly adopt immediately/ my biggest lesson learnt</li> <li>2. SMILEYS</li> </ol>	