

Moderating Workshops

The training process is a complex process that begins with a theoretical part but which ultimately focuses on putting it into practice. The most conclusive example is the development of an 8D Report based on the knowledge gained in 8D courses, building statistical control charts after the Statistical Process Control courses or Gage R & R study after attending the Measurement System Analysis courses.

Moderating Workshops course contains guidelines and tools that can be used successfully in the application of the tools and knowledge gained, focuses on solving problems and requires the involvement of participants in acquiring certain skills to be used later in daily job activities.



Learning how to run a workshop is important for professionals, business leaders, scientists. Workshop offers participants new skills, information and a sense of fulfillment, opportunities to interact and learn actively.

The success of a workshop comes first of all from moderators. These are experts or leaders in certain areas, specialists on subjects with specific knowledge and skills that motivate and involve all participants.

Communication is a very important process in the transmission and reception of information. The components of communication (verbal, non-verbal and para-verbal), teamwork, positive conflicts, responsibilities assumed by team members are just a few of what is being learned to be successful in workshops.

Successful elements for a workshop could be from the very beginning defining the purpose, creating the agenda, preparing the room and announcing the participants. "Breaking ice" is important because people need to know with each other, and for this there are more ways than official presentations and organization / function.

It is also important to create a technical workspace / projector, flipchart, laptop, post-it / but also water, coffee, cakes, in this way, participants can interact within Brainstorming sessions – idea-generation technique that is being developed in the training.



As soon as the workshop ends, the Follow-Up begins. This is a type of communication that describes a person's observations and reactions to an event, person or group. When we receive feed-back we can understand what's going on, what the participants want, if they have improved their skills and we can in this way to continually improve.

We invite you to participate to the course offered by Effective Flux to use this opportunity to put into practice the knowledge you have learned.