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# Facilitation Skills

## Moderation of group work

*Session 4.10*

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From your experiences during the training:

**What are the challenges to moderate group work in a TEP process?**

# Role of a moderator / facilitator

The facilitator is **part of the group**. It is not so much his technical skills that are required, but rather his **methodological and didactic skills**. A facilitator...

- is impartial and neutral
- guides the group through the TEP process
- tries to promote active involvement of all participants engaged in the TEP process
- ensures a constructive working atmosphere

# Tasks of a moderator / facilitator

The facilitator is **responsible for organizational issues** and

- makes sure that meetings are well prepared
- takes care of the time management during meeting
- ensures that all necessary inputs are available
- organizes the documentation of the results of the working meetings
- ensures that follow-up activities are agreed upon and responsibilities are clearly defined

# Tasks of a moderator / facilitator

The facilitator **structures** and **leads through the working meetings** and **visualizes** the contributions and results by

- explaining the procedures and methods applied in the meeting so that everyone is sufficiently informed
- keeping discussion on track and guides back to the topic in case of deviation
- clarifying unclear issues by asking specific questions
- visualizing important information and results in bullet points

# Preparation for moderation / facilitation

The success of a moderation depends very much on **good preparation**

Content

Methods

Organisation

Personal

# Preparation for moderation / facilitation

## Content-related preparation

- General understanding of the content issues
- Objective of the working meeting and individual tasks
- Understanding where you are in the TEP planning cycle and what is important here
- Who are the participants and what are their expectations and what level of knowledge do they have



# Preparation for moderation / facilitation

## Methodological preparation

- Moderator must plan how to proceed methodically for each work step
- Methods may include open or closed questions, group or plenary discussions, expert consultations, checklists, brainstorming, mapping activities, and activity planning
- Choice of methods always depends on tasks and objectives



# Preparation for moderation / facilitation

**Organisational preparation – make sure that the following points are clarified:**

- Coordination on date, time schedule and availability of participants
- Venue and premises
- Seating arrangements, tables needed
- Media: overhead projector, pin boards, flip chart, paper and materials, WIFI, power connections, extension cables
- Hosting of the event and invitation letter

# A Moderation Plan

is a powerful tool to prepare and conduct successful moderation

Step	Objective	Time Start / End	Time in minutes	Content	Responsible Person / Presenter / Resource Person	Method	Materials
Evacuation Zone	Define evacuation zone boundary	14:00 – 15:30	90	<ul style="list-style-type: none"> <li>Analyse inundation map</li> <li>Define criteria for evacuation zone</li> <li>Decide on buffer zone</li> </ul>	Moderator LDMO expert Inundation Expert	Group discussion and mapping	Inundation Map Base Map

# Example of a Moderation Plan

Step	Objective	Time	Min	Content	PiC / Persons involved	Method	Materials
<b>4.10. Facilitation skills</b>	Participants learn about facilitation tools and techniques to support upcoming TEP processes in the pilot areas	15:30	60	<ul style="list-style-type: none"> <li>– Challenges to moderate TEP meetings</li> <li>– Tasks of a moderator / facilitator</li> <li>– Preparation for moderation / facilitation</li> <li>– Developing and using a moderation plan</li> </ul>	HS AK	Only for NTT and national consultants (no observers or resource persons)	PPT 4.10 Flip Chart



**THANK YOU**