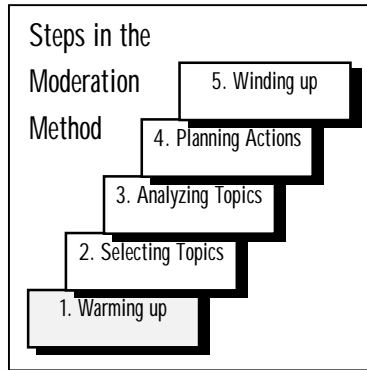


Moderate Sessions – Warming Up



Introduction

"Warming up" is the first step in the moderation. This Skill Card deals with the objectives of "warming up", shows an often used procedure with several steps, and describes some suitable methods.

Objectives

In every moderation group at the beginning, people feel uncertain about what will happen and whom they will have to deal with. Informally the participants adopt roles and "create" rules for cooperation. This is very natural and a necessary process in order to make the group functional. For creating a positive dynamic, it is advisable to steer these processes consciously.

At the end of the step "warming up" the participants...

- feel at ease with each other,
- have a clear idea of what to expect in terms of content and process,
- are ready for work.

Procedure and Methods

"Warming up" is done step-by-step. For each step we explain the functions. Many steps are illustrated by the description of suggested methods and examples of charts.

Opening of the Session

Functions

- Start officially the work with the group
- Agree upon overall time frame
- Introduce participants and moderators to each other

- get acquainted with the room and the facilities
- Create a good working climate

Methods

Method 1.1: Group Mirror

We about ourselves

Name	Function	Here, be-cause ..	Typical for myself
D.P.Kafle	Instructor	improve skills	speaks a lot
R.B.Chetri	Ass.Instr.	lesson planning	likes jogging
K. Sharma	Trainer	impart sessions	good singer

Chart 1.1: Group Mirror

What for: The "Group-Mirror" helps to present the participants.

Advantage: It requires a short time only and therefore is also suitable for short meetings.

Disadvantage: Participants do not talk to each other.

How: The moderators present to the participants a pre-prepared pinboard with the visualized structure of the "Group-Mirror". The headings correspond to the specific group. It is always advisable to have one column for personal/emotional contributions to show that the persons and the topic are important.

Everybody writes his information on the chart while presenting himself. A variation could be to give some minutes for an interview with the partner and then the partners present each other.

In the case of short meetings the participants can write their information on the board even before it starts officially. Distributing cards that everybody can write at the same time, would be another time-saving variation.

Method 1.2: Wanted

What for: "Wanted" is a method for presenting participants and for warming up. As it takes quite some time, it is specially used for workshops of several days.

Advantage: The participants talk together, which increases trust and openness.

Disadvantage: Requires much time

How: The moderators present the chart with the pre-prepared structure that fits the group. It is important that not all items are related to the job. Each participant and the moderators take one chart and draw their personal "WANTED" chart. Then they present it personally. Others may ask questions.

A variation is to work in pairs for about 15 minutes. Then, the teams visualize the results in the form of the "Wanted" Poster. At the end, everybody presents his partner or himself to the group.

WANTED

Name _____

Profession _____

Hobby _____

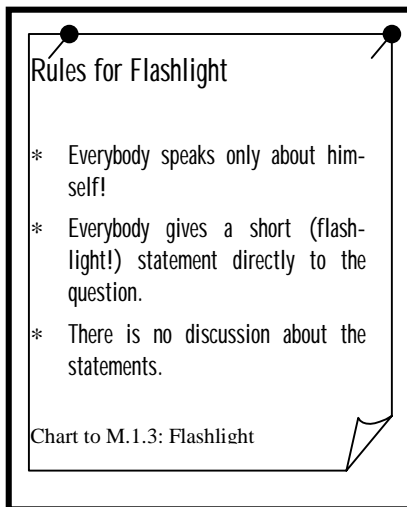
Important events in life:

A _____

B _____

C _____

Method 1.3: Flashlight



What for: The "Flashlight" gives each participant the chance to express his present feeling to questions like:

- How do I feel right now?
- What was I thinking about on the way here?
- What would I expect from this event?

How: The moderator explains the "rules of the game". In new groups they even should be visualized on a chart.

Then the moderator formulates the precise question. The order of the contribution can be according to the seats or free. The moderator(s) is part of the group.

NOTE: This method can be used at any time during the process to clarify emotions or to motivate the participants to contribute to clear-cut questions.

Clarifying Expectations

Functions:

- Get to know expectations, concerns and eventual anxiety
- Agree upon rules of cooperation

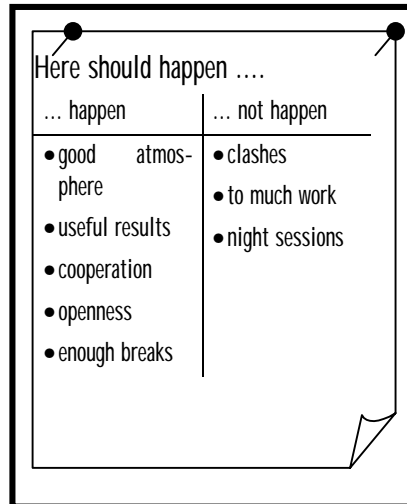
Methods

Method 1.4: Call out Expectations

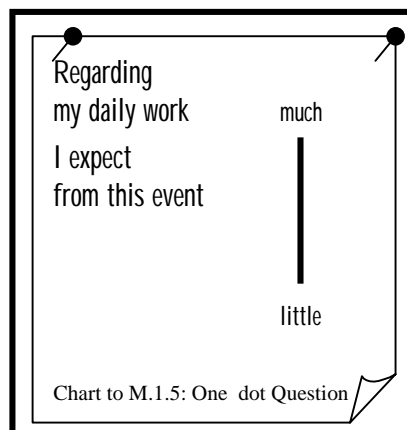
What for: Participants and moderators get a picture of the expectations, reservations or even fears regarding the starting cooperation and can adjust to them. Possible

tension between people are verbalized.

How: The moderator presents a pre-prepared chart with a sentence to be completed. The participants give statements and the moderator or a participant record the contributions on the chart.



Method 1.5: One Dot Question



What for: the "One Dot Question" is always useful to get the opinion of all participants. As everybody has only one dot and the dots look very much the same, each opinion has the same weight regardless of the position of the author.

How: The moderator presents the pre-prepared chart with a clear question. Each participant may make one dot with his marker.

Afterwards the participants are invited to give

oral comments. Those are recorded (and never commented) by the moderator.

NOTE: The "One Dot Question" can be used in many situations during the cycle. The question has to fit the specific situation.

Fixing Objectives

It is of utmost importance that the participants are clear about the purpose of the meeting. This is especially true when some people have been forced to participate or were not properly informed, hidden or even open conflicts might arise. It has to be clear to everybody, if the purpose is to:

- exchange experiences or information,
- analyze a problem,
- explore and propose solutions,
- make a decision,
- a combination of the above.

Informing about Process

Participants feel safer knowing what is expected of them. Therefore the moderator gives an overview on the planned steps. A useful model is the "moderation steps" with additional information about timing, (tea) breaks, etc.

Agreeing upon Minutes

Often sessions without proper minutes do not lead to action. There it is necessary to clarify how the minutes should look and who will write them by when.

Performance Guide		
Did the moderator	yes	no
• introduce the participants and himself?	<input type="checkbox"/>	<input type="checkbox"/>
• allow the participants to express their expectations	<input type="checkbox"/>	<input type="checkbox"/>
• get an agreement about the purpose of the meeting?	<input type="checkbox"/>	<input type="checkbox"/>
• make the participants feel at ease with the process?	<input type="checkbox"/>	<input type="checkbox"/>
• get appointed a minute's writer?	<input type="checkbox"/>	<input type="checkbox"/>
• create a stimulating climate?	<input type="checkbox"/>	<input type="checkbox"/>

All items should be marked on "yes".