Präsentation und Moderation
(Presentation)

Content
• Introduction into the fundamentals of communication (different communication models)
• Significance of personal appearance (body language, elocution, appearance) during presentation (video analysis and video feedback)
• Structuring of presentations with respect to targets, target audience and content
• Visualising the content of presentations, designing effective power point slides
• Introduction into moderation of discussions
• Presentation of different moderation techniques
• Handling of difficult situations

Competencies
• Knowledge about communication structures and difficulties
• Competency to prepare results in a comprehensible way and to present adequate to circumstances
• Competency to convince the audience through clear and structured communication, using suitable presentation methods
• Knowledge of effective methods of moderation
• Competency of target oriented negotiation