

Objectives and tasks of the person moderating a meeting:

Objectives	Tasks
Aim for the purpose	<ul style="list-style-type: none">• aid the group in conducting discussions• support decision-making process• facilitate efforts to find solutions• assist in resolving conflicts
Support engagement	<ul style="list-style-type: none">• do not take advantage of the power resulting from your role• support equal participation of all participants• do not suggest ready-made solutions• keep your comments to a minimum
Create a safe environment	<ul style="list-style-type: none">• safeguard the rules developed by participants, intervene when they are violated• do not judge• be impartial – do not take sides• be neutral towards others' opinions - do not say what is right or wrong

10 tasks for the person moderating a group discussion:

1. Remind of the rules and ensure the rules are followed by everyone
2. Remind of the purpose
3. Ensure that everyone takes an active part in the discussion – irrespectively of one's social status, gender, group experience, etc.
4. Provide a structure for the group's efforts
5. Listen carefully, promote the 'everybody listens to one another' rule
6. Throw questions directed to you back to the group
7. Keep the group focused on key themes, inquire, synthesize
8. Do not prevent doubts, do not deny differences, emphasize the plurality of perspectives
9. Do not break the silence

PRES model – the basic objectives of moderation

P for Purpose – define or develop with the group, and ensure the group is following it.

R for Rules – develop with the group, comply to, safeguard, and intervene, when violated.

E for Engaging – create an inclusive space for every participant, make sure that individual voices will not dominate the conversation.

S for Structuring – provide a structure, summarize, and indicate effects:

- setting the agenda of a discussion

- providing a structure of a discussion – creating a ‘road map’
- identifying key topics
- summing up what has been said
- indicating what is left to discuss

Source: elaborated by czapka, based on *Edukacja antydyskryminacyjna. Podręcznik trenerski*, by Maja Branka & Dominika Cieślukowska | translated by jakub