



Ranjith Venkatesh | Speaker Shine  
Speechcrafting – Keynote Speaker, Moderator, Speech coach

## Speaker Shine Series – Moderate Workshop

### Workshop Name

Speaker Shine Series: Master Your Moderation

### Objectives

Ranjith Venkatesh (European speaking champion) developed the Speaker Shine Series with over 20 years of speaking experience focusing on Impromptu, Evaluation, Speaking and Moderation skills. Ranjith wants to find the Speaker in every Person and help them Shine.

This workshop aims to empower participants to:

- To equip participants with essential skills and practical strategies for effective event moderation.
- To enhance participants' confidence, stage presence, and ability to "hit the ground running" as a moderator.
- To develop keen awareness and adaptability in understanding and managing the stage, audience, and speakers.
- To cultivate active listening and reflective communication techniques for seamless segues and engaging interactions.
- To master the art of appreciation and acknowledgement for all stakeholders in an event.

### Target Groups

- Aspiring and current event moderators, panel hosts, and conference chairs.
- Public speakers and presenters seeking to broaden their skill set and take on moderation roles.
- Professionals who regularly facilitate meetings, webinars, or corporate events.
- Anyone looking to improve their communication, leadership, and facilitation abilities in a public setting.



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## Highlights (2 Hours)

This 2-hour intensive session will cover the core elements of impactful moderation:

- **The Moderator's Energy & Preparation (20 mins):**
  - Understanding the "5 Ps" of preparation.
  - Strategies for maintaining high energy and presence (food, drink, sleep, body language, eye contact, smile).
  - Quick tips to "hit the ground running."
- **Knowing Your Ecosystem: Stage, Audience & Speakers (40 mins):**
  - Know Your Stage: Key aspects of technical setup (audio/visual), audience seating, sightlines, and emergency planning.
  - Know Your Audience: Demographics, expectations, sensitive topics, and engaging through open-ended questions and visual aids.
  - Know Your Speakers: Researching background, expertise, presentation style, and communication preferences to ensure a complementary introduction.
- **The Art of Listening & Segue (40 mins):**
  - Active Listening: Techniques like nodding, eye contact, and follow-up questions.
  - Non-Verbal Cues: Interpreting facial expressions, body language, and tone of voice.
  - Reflective Listening: Paraphrasing, summarizing, and clarifying questions.
  - Seamless Segues: Summarizing previous speakers, highlighting key takeaways, and introducing the next speaker effectively.
- **Appreciation & Acknowledgment (15 mins):**
  - Methods for publicly thanking speakers, organizers, and the audience.
  - Ideas for personalized notes, magnetic meetings, and tokens of appreciation.
- **Q&A and Wrap-up (5 mins):**



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- Open forum for questions and final thoughts.
- Summary of key takeaways and next steps.

## Organizer

Moss and Lichens UG (haftungsbeschränkt)

Lahntalstrasse 35

80995 Munich

Germany

## Moderator



Ranjith Venkatesh

## Methods

- Interactive Presentation & Discussion
- Practical Exercises & Role-Playing Scenarios
- Case Studies & Real-World Examples
- Group Brainstorming & Peer Feedback
- Q&A Sessions
- Action Planning for immediate application



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## Workshop Location

Postillonstrasse 18 (Entrance close to Dantebad swimming pool)

80647 Munich

Germany

Public transport:

- Tram stop: Borstei (300m)
- U-Bahn Underground Train stop: Westfriedhof (450m)

## Contact

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## Last Updated

28 June, 2025