

# HOW TO MODERATE A PANEL

Congratulations! You've just been asked to moderate a panel! This is a big deal because you are viewed as a leader, someone who can manage people, has a grasp of subject matter, and can hold their own in front of a crowd.

Here are 7 tips to brand yourself as an amazing moderator:

1. **Run the event on time.** You might think that's obvious, but it's not. Begin and end the event on time. Don't you hate it when events go long?
2. **Establish the tone of the event .** Do this with your energy, your vibe, your enthusiasm for the event and for the experts on your panel.
3. **Be Prepared.** When we are prepared, we are confident and when we are not prepared, we are fearful. Fear is the greatest killer of confidence, so be prepared!
4. **Be an observer of human nature.** Watch the mannerisms and body language of your panelists. Look for clues about how comfortable they are and do whatever you can to ease them into the conversation.
5. **Listen.** Don't just ask the question, watch and listen to the person's answer so that you can ask an appropriate follow-up question.
6. **Ask quality questions.** Ask the kinds of questions that bring out the best in each panelist and entertain, educate and engage the audience.
7. **Make your panelists shine.** The best moderators bring out the best in their panelists and when this happens, it's win-win for everyone.

For questions, or 1-on-1 coaching with Coach Candy, just go to: [candyoterry.com/thespeakercoach](http://candyoterry.com/thespeakercoach)

Remember: No matter how you sound, I can make you sound better.