



September 02, 2020 September 09, 2020	Professional Moderation of Online and Offline Events (Online Workshop)
Institution	Human Resource Development
Course language	English
Target group	Junior Professors, Research Group Leaders, Postdocs, Research Managers
Goals/Content	<p>You will learn how to ...</p> <ul style="list-style-type: none"> – ... make a significant contribution to the success of an event with your professional moderation <ul style="list-style-type: none"> ○ be it a panel discussion, a workshop, or a meeting ○ be it an offline or an online event – ... manage the truly diverse tasks of <ul style="list-style-type: none"> ○ motivating and activating participants ○ keeping an eye on the topic and the goal ○ dealing with "difficult" people and situations ○ dealing with the available time <p>The topics will be conveyed through a mixture of lectures, group tasks and practical exercises.</p> <p>To support you in the current situation to manage the switch of your offline events to convincing online formats, the workshop will focus on the moderation of online events.</p>
Nb of participants	Max. 10
Date/Time	<p>September 02, 2020 09.30 a.m. to 12.30 p.m. September 09, 2020 09.30 a.m. to 12.30 p.m.</p> <p>To deepen your moderation skills and style, you will be asked to prepare a practical exercise (2 to 3 hours) in the time between the two online sessions.</p>
Venue	Zoom
Speaker	Ute Lange – i3kommunikation
Registration deadline	August 03, 2020
Registration process	Fill in the application form and send it by e-mail to: pe-karriere@uni-bonn.de
Cost	The costs are covered by Human Resource Development.
Contact for queries	<p>Petra Best, Human Resource Development Phone: 73-68768 E-mail: petra.best@uni-bonn.de</p>