



# CERTIFICATE OF PARTICIPATION

**BRUNO GIDEON BERGHEIM**

successfully took part in the workshop

## **MANAGING (VIRTUAL) MEETINGS**

conducted by the Graduate Academy of the University of Heidelberg on the 23th November 2020. The course duration was 8 hours.

The course content was as follows:

- Productive and unproductive meetings
- Planning and running a meeting properly
- Techniques to ensure the success of a meeting
- Conduct a meeting in minimum time with maximum effect

Heidelberg, 23th November 2020

Handwritten signature of Dr. Jan Schmidt in blue ink.

Dr. Jan Schmidt  
Janschmidt-training

Handwritten signature of Dr. Melanie Niese in blue ink.

Dr. Melanie Niese  
Graduate Academy