

How to Have Productive Meetings Course Program

When: 17. December 2024

Where: [Lesegesellschaft Basel](#), Münsterplatz 8, 4051 Basel

Course Facilitator: Carl Emerson, Career Coach, InsideOut Solutions

Course Coordinators: Prof. Rolf Heusser, Dr. Emily Reeves, SSPH+

Contact: ereeves@ssphplus.ch or 076 246 2242

9:30 AM - 11:00 AM: Welcome & Introduction to the Course

MORNING PROGRAM, featuring: Meetings – Challenges, Types, and Preparation

- Overview of meeting dynamics, types of meetings, and effective preparation
- Exploration of online and meeting tools

11:00 AM - 11:15 AM: Coffee break

11:15 AM - 12:30 PM: Morning program continued

12:30 PM - 2:00 PM: Lunch at [Restaurant Latini](#), Falknerstrasse 31, 4001 Basel.

(Including a 10-minute walk to and from the course venue)

2:00 PM - 4:00 PM: AFTERNOON PROGRAM, featuring: Agendas & Facilitation Techniques

- How to structure effective meeting agendas
- Use of ice-breakers to engage participants
- Tips for facilitating productive meetings
- Understanding meeting participants' characters and communication styles

4:00 PM - 4:15 PM: Coffee break

4:15 PM - 5:45 PM: Afternoon Program continued

5:45 PM: End of Program

- Followed by a Social Program – including a guided Basel Christmas Market tour and closing drink until 7 PM