

EVENT MANAGEMENT TRAINING

COURSE SUMMARY

Whether it is a national conference, a specialist training session, a public meeting, or a local fundraiser, events are the public face of your organisation and one of the best tools for development you can have. This two-day event management training course offers a practical guide, and you will leave with a toolkit that will help you organise future activities with confidence and flair.

WHO IS THIS COURSE FOR?

This event management training course is for anyone who is responsible for managing events, and anyone who would like to add to their skills in this increasingly important area of organisational communication and administration. We support people from all sectors including the public sector, voluntary sector, corporate sector and private sector.

WHAT WILL THIS COURSE HELP ME DO? LEARNING OUTCOMES

During this event management training course you will gain an understanding of how to organise an event and have a comprehensive toolkit to use in the future. You will have a deeper understanding of the power of events in promoting your organisation and its aims. You will gain confidence in the practical aspects of event management and know what to do when there are problems. You will leave with an enthusiasm for excellence.

COURSE OUTLINE

This event management training course looks at the power of events to build your organisation and promote its aims. You will explore the planning process, going step by step through the different elements, and along the way creating an effective timeline. You will look at how to get people to attend the event and how to manage the delegate process. You will also learn how to evaluate your event, so that each time you are able to build on your success

The course will cover:

- Approach and defining the needs for an event
- Identifying your audiences
- Creating your event brief
- Planning, budgeting and critical factors for success
- Health and safety, risk assessment and insurance

- Sustainable event management practices
- Evaluating the event and reporting for stakeholders

This will be an enjoyable and participatory training led by an experienced event manager. You will be able to do lots of different exercises that will stretch your understanding of event management with a tool kit to take away.

COURSE FEE

FOR COURSES CONDUCTED AT OUR LOCATION IN TURDA

- 670 RON (VAT included) for 1 participant, representing a small charity and not-for-profit
- 1200 RON (VAT included) standard price, applies to 1 representative from any other type of organisations

FOR COURSES CONDUCTED AT A LOCATION NEAR YOU

- 670 RON (VAT included) for 1 participant, representing a small charity and not-for-profit + travel and accommodation expenses
- 1200 RON (VAT included) standard price, applies to 1 representative from any other type of organisations + travel and accommodation expenses

OTHER COURSES TO CONSIDER

- Risk management, health and safety for events
- Sustainable development for event managers
- Etiquette and protocol for events
- Creative communication for events