Managing Successful Events

INTRODUCTION

Organising an event is a time consuming and vital activity. Regardless of the size of the function, the organisation of it will promote the business and lead to repeat custom. Managing events is often only part of someone's job description and it is important to be able to balance the responsibilities well.

This workshop will give you time management tips as well as successful strategies for managing the event.

COURSE OBJECTIVES

By the end of the course, delegates will have:

- ***An understanding*** of the event management and the different types of events that you may have to manage
- ***Understood*** what makes an event successful
- ***Knowledge*** of the skills and qualities an effective event manager needs
- ***Be able to*** put together a plan for your event, detailing critical actions and resource requirements
- ***Be aware*** of how to identify and log your event risks
- ***Understood*** how to develop and manage an event budget.

COURSE DURATION: 1 Day Course

COURSE CONTENTS

Getting the right information from your manager.

The importance of getting the time and date of the event right.

Organising your time.

Producing a check list.

Knowledge of where to find information for the event.

Managing and increasing your budget.

How to report back information to your manager.

Being confident in your organisational skills.

Delegating tasks.

Overseeing external facilitators.

How to deal with venues.

Dealing with invitations and follow-up communications.

Managing equality and diversity.

Travel arrangements.

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