



5-Part Virtual Series for Event Coordinators & Planners

To help you achieve event success!

»» **DAY ONE: February 9, 2026 9:00 am - 12:00 pm** **INTRODUCTION, OVERVIEW and ADMINISTRATIVE SKILLS**

- Management Skills
- Administrative Skills
- Finances

»» **DAY TWO: February 10, 2026 9:00 am - 12:00 pm** **EVENT COORDINATION**

- Event Planning and Production

»» **DAY THREE: February 11, 2026 9:00 am - 12:00 pm** **EVENT COORDINATION (continued) and MARKETING PLAN IMPLEMENTATION**

- Understanding the role of marketing and how it ties into the overall planning of the event

»» **DAY FOUR: February 12, 2026 9:00 am - 12:00 pm** **RISK MANAGEMENT PLAN and HUMAN RESOURCES**

- Understanding legislation and ensuring your event complies with it
- Having a risk management plan, including a contingency plan
- Recruiting and training staff and volunteers

»» **DAY FIVE: February 13, 2026 9:00 am - 12:00 pm** **PROFESSIONALISM and COMMUNICATION**

- Effective Communication
- Managing multiple priorities while maintaining professionalism

Price

\$250.00 plus GST

*Includes: 5 virtual training sessions;
delivered via ZOOM, Event Coordinators
Manual, and trainer handouts.*

*Please note: Registration and payment
must be received 10 days in advance of
the training in order to receive the manual
and hand-outs prior to the first session.*

MTEC

MANITOBA TOURISM
EDUCATION COUNCIL

To register or for more information: email rdelorme@mtec.mb.ca or call (204) 957-7437
or Toll Free (800) 820-6832. All training will be delivered virtually via ZOOM.

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