



3-Part Training Series for Event Coordinators & Planners

————— To help you achieve event success!

» **DAY ONE: February 19, 2021 6:00 pm - 9:30 pm** **INTRODUCTION, OVERVIEW and ADMINISTRATIVE SKILLS**

An overview of the National Occupational Standard for the EVC; an assessment of the collective skill base / experience of the participants and an introduction to the instructor.

- Understanding the various components of the business plan and how they all feed into the event
- Understanding the goals of the event and using them to develop an event agenda
- Developing a critical path in line with the business plan and learning to delegate responsibilities effectively
- Developing an effective reporting and monitoring process and other administrative tasks
- Using budgets as a means of control
- Understanding the importance of financial controls overall
- “What would you do” practical exercises.

» **DAY TWO: February 20, 2021 8:30 am - 4:30 pm** **EVENT COORDINATION and MARKETING**

- Event planning and production from start to finish with a focus on major areas such as event design and set up, delegate / performer management, security, food and beverage, post-event evaluation, and more
- Understanding the role of marketing and how it ties into the overall planning of the event
- “What would you do” practical exercises

» **DAY THREE: February 21, 2021 8:30 am - 4:30 pm** **RISK MANAGEMENT and HUMAN RESOURCES**

- Understanding legislation and ensuring your event complies with it
- Understanding and adhering to a risk management plan
- Understanding “who” is at risk
- Developing an effective contingency plan
- Recruiting staff, volunteers; interviewing and selecting applicants
- Training staff and volunteers; providing leadership and motivation
- “What would you do” practical exercises

COMMUNICATION and PROFESSIONALISM

- Effective communication
- Designing and making presentations
- Understanding the importance of professionalism; exhibiting leadership
- Managing multiple priorities while maintaining professionalism
- “What would you do” practical exercises

Price

\$500.00 plus GST

*All three sessions. Includes Emerit
Event Coordinators Workbook*

To register or for more information: email mcouture@mtec.mb.ca or call (204) 957-7437. Training will be held at the MTEC Training Centre.

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EDUCATION COUNCIL

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