3-Part Training Series for
Event Coordinators & Planners

To help you achieve event success!

Price

$500.00 plus GST

All three sessions. Includes Emerit Event Coordinators Workbook

DAY ONE: March 7, 2022 9:00 am - 4:00 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: March 14, 2022 9:00 am - 4:00 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: March 21, 2022 9:00 am - 4:00 pm
RISK MANAGEMENT, HUMAN RESOURCES and COMMUNICATION

- Understanding legislation and ensuring your event complies with it
- Having a risk management plan, including a contingency plan
- Recruiting and training staff and volunteers
- Effective Communication
- Managing multiple priorities while maintaining professionalism

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.

MTEC
MANITOBA TOURISM EDUCATION COUNCIL

75 Scurfield Boulevard, Unit 3
Winnipeg, Manitoba R3Y 1P6