



## 3-Part Training Series for Event Coordinators & Planners

————— To Help you achieve event success!

**DAY ONE – January 19, 2018 9am-4pm**

### **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.

Learning objectives for today:

- 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 – January 26, 2018, 9am-4pm**

### **EVENT COORDINATION and MARKETING**

Learning objectives for today:

- 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

### Why Get Training?

MTEC is a leader in training for event planners and other vocations directly related to the tourism industry in Manitoba. With over 20 years of experience, we deliver hard hitting, effective training programs for all levels of people involved in event planning from the business owner, to administrative personnel, to front line event staff.

**What you don't know  
CAN mean the success  
or failure of your event!**

# MTEC

MANITOBA TOURISM  
EDUCATION COUNCIL

# 3-Part Training Series

## DAY THREE – February 2, 2018 9am-4pm RISK MANAGEMENT and HUMAN RESOURCES

Learning objectives for today:

- 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

Learning objectives for today:

- 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

**Please print and fill out this registration form and fax to: (204) 956-1700. We will contact you for payment processing. OR Call 957-7437 and register by phone.**

All courses are held at the MTEC Training Centre, 75 Scurfield Boulevard, Unit 3, Winnipeg, MB

All topics have been developed in conjunction with the National Occupational Standards and Emerit workbooks. Wherever possible, real life examples will be incorporated into the topics. There will be time worked into each day for the participants to discuss their own work with the group and the instructor in order to strengthen their own learning and its application to their real life roles.

## Registration Form

All manuals and workshop related material are included in the cost of registration.

A **20% discount** will be given to those participants who take the full workshop series if they then choose to register for the Emerit Event Coordinator Certification.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Which courses would you like to register for?

- \_\_\_ Event **Planner & Coordinator Training Series (all three sessions)**.....\$950.00+GST
- \_\_\_ **DAY ONE- January 19, 2018 Intro, Overview Administration**.....\$350.00+GST
- \_\_\_ **DAY TWO- January 26, 2018 Event Coordination &Marketing**.....\$350.00+GST
- \_\_\_ **DAY THREE- February 2, 2018 Risk Management, HR & Communication**.....\$350.00+GST

\*Space is limited in all courses and is offered on a first come first served basis.

[www.mtec.mb.ca](http://www.mtec.mb.ca)

