



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

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

### »» **DAY ONE: April 8, 2024 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: April 15, 2024 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: April 23, 2024 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

#### Price

**\$500.00 plus GST**

*All three sessions. Includes Emerit  
Event Coordinators Workbook*

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

**MTEC**  
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EDUCATION COUNCIL

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