

Get the Most Out of Your Events – How To Manage an Event From Start to Finish A One Day Training Course in Professional Event Management

Course Overview

Regardless of topic, content or audience, the process of organising a conference or event has the same basic principles. Whilst large organisations and companies tend to have dedicated events teams, in small and medium sized organisations it often falls to staff with no particular training to organise events on top of their daily workload. This is particularly common in the public sector. This course is designed to meet the needs of those required to organise and manage events. It will be facilitated by Tim Street Training & Consultancy Services in partnership with EMRevents combining twenty years of experience in this field.

Aim

This course aims to equip participants with the skills, knowledge and confidence necessary to organise successful events.

Who Should Attend

This course is aimed at people, **across all sectors**, who are required to organise conferences and events as part of their job or in addition to their main responsibilities:

- Administrators
- Personal Assistants
- Information Officers working in public/health sectors
- Business development Officers
- Marketing/PR professionals
- Anyone whose role includes managing a conference or event

Learning Outcomes

By the end of the course participants will:

1. Have examined a structured model for the planning and management of any event
2. Have analysed the impact of venue selection
3. Know what to include in an effective e-flyer or invitation for your event
4. Have a clearer understanding of sourcing suppliers and negotiating with them throughout the event management process
5. Have gained tips for confident and effective communication with speakers and presenters
6. Have examined one example of an online registration system
7. Know the value of using post-event evaluation systems

Pre-Training Day Preparation

Upon booking a place on this course we will ask you to complete a short questionnaire on your previous events experience. This will allow us to tailor the course content specifically to your level of knowledge and experience.

Take Away

Take away a Step-by-step Event Management training Guide to assist you with managing future events

Course Fee

£120 per participant. A maximum of 20 persons will participate on the day.

Date: 31st August 2011

Location: Albany Centre, 44 Ashley Street, Glasgow, G3 6DS

Registration

Please complete the attached booking form and return to Tim Street at tim@timstreet.org

For further information please contact Tim by email or on 07944 420321.





Booking Form: 31st August 2011, Albany Centre, 44 Ashley Street, Glasgow, G3 6DS

Name
Position
Organisation
Address
Postcode
Email
Telephone
Special diet requests
How did you hear
about this course?

Course Fee £120 per person. Please enclose a cheque for this amount made payable to "S T Street" or request an invoice. Please send cheque with completed registration form to:

Tim Street Training & Consultancy Services
145 Welbeck Crescent, Troon, Ayrshire, KA10 6AP

If you would like an invoice to be issued please complete the details below:

Contact Name
Position
Organisation
Address
Postcode
Email
Telephone

Many thanks and your booking will be confirmed shortly by email.

Cancellation policy: If you cancel your booking at any time before 3 August 2011 you will have to pay 10% of the course fee. Cancellation any time between 4th and 31st August 2011 will incur the full course fee. You may opt to send another staff member in your place. We reserve the right to cancel courses at our discretion.

