



FOCUS Session

Event Management

Busy organisations regularly hold many meetings, conferences and events and the important task of planning these events is often given to the EA. A successful event requires a key liaison responsible and available from conception to completion of event activities to ensure that every detail goes to plan.

MPS

training

exceeding expectations

This focus session provides useful tips and techniques in coordinating simple and complex business events, from identifying and understanding the concepts and identifying the target audience, through to planning logistics and post event analysis. This session explores key concepts and tips in the following topics:

- Defining the project
- Developing an event plan
- Engaging stakeholders
- Troubleshooting and contingencies
- Conducting a post-analysis

Managing an event can be a highly stressful activity if not conducted correctly and systematically. Learn some great planning techniques to ensure your events go off without a hitch!

VENUE:

MPS Training Centre
Unit 9/141 Flemington Road Mitchell,
ACT

Check our website for course dates

LEARNING OUTCOMES

MPS Training Focus Sessions are designed for optimal discussion and interaction. Our trainers use current effective facilitation techniques to ensure all learning styles and thinking preferences are addressed to ensure every unique learner achieves the key learning outcomes:

- Identifying and defining project scope, milestones and key outcomes
- Creating a functional event plan including defining roles, allocating tasks and deadlines
- Identifying and prioritising key stakeholders and targeting correspondence to stakeholder needs and preferences
- Awareness of common reasons events go wrong and developing contingencies
- Analysing and reporting on event outcomes and lessons learned.

\$132 per person (GST inclusive)

*Includes training materials **plus a complimentary book:***

Organising Special Events and Conferences by Darcy Campion Devney



Book now!

Contact our friendly MPS Training staff today, but be quick as seats are limited!

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