



Learning in a Nutshell

1 HOUR POWER LEARNING SEMINARS

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.

This seminar 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 seminar introduces key concepts and tips in the following topics: Defining the project

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

VENUE:

MPS Training Centre

Unit 9/141 Flemington Road
Mitchell, ACT

Check our website for course dates

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!

Book now!

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

Ph | 02 6123 0500 E | training@mpsolutions.com.au W | www.mpsolutions.com.au

\$55 per person, OR... bring a friend and pay only \$44 each!!!!

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exceeding expectations